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IIT Hyderabad

Office of Alumni and Corporate Relations

Indian Institute of Technology Hyderabad
Kandi - 502 284, Telangana, India

Date: 27.03.2023

Call for Applications for the position of
Corporate Office Executive

1.	**Name of post**	**Project Associate (Corporate Office Executive)**
2.	Job Description	The IIT Hyderabad promotes the betterment of research and development by the institute through friendship with various companies and industries. Institute believes in self as well as nation growth by collaborating with the companies. Main role of this profile is to engage with corporates and other individuals for various purposes. Work includes documentations, keeping records, setting up meeting with companies, individuals and various offices, general office management, hospitality for corporates and events, etc.
3.	No. of post	01

4.	Essential Qualification	i) Bachelor's degree in accounts and finance related stream with minimum 70% marks (or CGPA/Grade of 6.0 or above) * from a recognized university.
		(*institute may set higher cut-off marks for the shortlisting, if the number of candidates are high)
		ii) Candidate should have minimum **2 year** of experience in the following:
		  a) Experience in some of the following areas: business relationship management/B2B, B2C sales, customer facing roles/ funds deployment / utilization report /other outreach activities
		  b) Good working knowledge of basic software packages like Excel, Word processing, Power point, or equivalent software and ability to handle database.
		  c) Good proficiency in oral and written communication capabilities.
		  d) Should have proficiency in Tally for accounting purpose.
		  e) Or related areas

5.	Desirable	• Ability to use CRM / ERP solutions for corporate leads • Experience in public relations, branding and corporate communications. • Creative in developing attractive contents and newsletters, effective deployment of funds and create utilization reports. • Reconciliation of the funding account every month.
6.	Consolidated Pay	Rs. 30,000 /- per month
7.	Anticipated start date	01st May 2023
8.	Age	35 year (upper age limit) as on date of application

9.	Tenure of employment	Contract period of 11 months. However, candidate can be reengaged for subsequent terms based on his/her performance and requirement of the Department/Institute.
10.	Mode of application	Offline. Candidate is requested to visit IIT Hyderabad website and apply online through google form. https://forms.gle/t8nLPByifmDtfLUK8 (Candidates are requested fill above form online and upload full CV (with photograph), along with relevant documents)
11.	Last date of application	7th April, 2023
12.	Mode of selection	Interview
13.	Tentative date of interview	10-20th April, 2023 (Schedule will be informed through mail)
	Contact	Candidate may contact: Office of the Alumni and Corporate Relations (Email: dean.acr@iith.ac.in)