

Scientific Administrative Assistant

The assistant will be responsible for providing support to the laboratory and office. The goal is to contribute to the overall efficient operation office and laboratory

Location: IIT Hyderabad

Roles and Responsibilities

- Assist and provide daily support to work related to PI, accounting, writing, managing, preparing documents etc
- Searching information from internet and database
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Preparation of crucial documents pertaining to Tender, NDA, Notary and Affidavits as required.
- Preparation of indents for procuring goods and services along with purchase orders and delivery notes.
- Maintain laboratory instruments
- Submit documents within the different departments, courier company etc
- Assist student in their work

Pre-requisites and skillsets required to apply for this role:

- The ideal candidate will be a hard-working professional able to undertake a variety of laboratory and office support tasks and work diligently under pressure.
- computer knowledge and internet surfing skills.
- Hindi and English, Telegu Spoken.
- 1-2 years' Experience in the above filed
- Ready to work under any timeline
- Proficiency with Email and Microsoft Office applications (Excel, Word and PowerPoint).
- Ability to meet assigned deadlines.
- Good communication (written and verbal) and interpersonal skills.

Requirement

- Any full-time Bachelor's degree
UG/Master Degree in any field

Experience:

1-2 years of relevant experience, Young and energetic

Emoluments: 13000-15000/month

How to Apply: Eligible candidates should apply with their Resume via email to "j.giri251@gmail.com" on or **before 30th Nov, 2022**, with the subject marked as "**Scientific Administrative Assistant**". Candidates will be shortlisted for the interview based on merit and experience will be informed via email. (Interview will be conducted between **2nd to 12th Dec, 2020**)