

Job Description

Job Title : Associate / Sr. Associate **Location** : Patiala
Reports to : Dean Of Research & Development /
Dean Sustainability

Main Purpose

Responsible for managing administrative processes and systems of the Dean R&D Office / Dean Sustainability Office

Qualification	Graduate/Postgraduate, MBA (desirable)
Experience	About 2-8 years of experience
Competency	<ul style="list-style-type: none">• Strong interpersonal skills, including influencing and networking• Excellent communication skills; both written and verbal• High degree of integrity in dealing with confidential information• Excellent in MS Office, Advance excel, PowerPoint presentations• Well-versed with the latest computer and software knowledge• Persuasiveness and assertiveness• Strong commercial acumen.• Leadership & ability to work in teams.• Ability to respond effectively to the needs of a diverse and demanding staff & student population

Specific Accountability & Job Responsibility

- Supports and endorses cooperation with university compliance and monitoring efforts related to office administration and reports instances of noncompliance to the appropriate Compliance office.
- Deliver firsthand support to Dean Research while managing a variety of key functions
- Act in alignment with user needs and system functionality to contribute to the Office of Dean, R&D
- Acting as the point of contact among students, faculties, staff, and other external partners
- Managing information flow in a timely and accurate manner
- Assist the office by providing information, locating desired information and materials, typing, collating, or otherwise assisting in information preparation, correspondence, and other material, and preparing reports & Minutes of meetings
- Monitoring the execution of the strategic plan. Facilitating and driving key strategic initiatives

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- **Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by 25th Nov 2024**