



AIC RRCAT PI-HUB FOUNDATION

Raja Ramanna Centre for Advanced Technology

PO: CAT, Indore 452013

Date: November 28, 2023

Advertisement for the Position of Office Executive

AIC π -Hub invites applications from dynamic and experienced candidates to join our team at the position "Office Executive".

Job Title	Office Executive
Number of Posts	1 (One)
Mandatory Qualification and Work Experience	<ul style="list-style-type: none">• Bachelor degree in Commerce/ Engineering/ Technology/ Science with minimum 60% aggregate marks or equivalent CGPA from a Government recognized University.• A minimum of 2 years' working experience after graduation in office administration and account-related activities.
Desirable	<ol style="list-style-type: none">1. Proven track record in effective office management.2. Strong knowledge of 'MS Office' and internet-based office applications.3. Proficient in organizing and conducting virtual meetings (e.g., Google Meet), managing calendars, and coordinating meetings with stakeholders.4. Experience in preparing cash flow statements, budgeting, and expense control.5. Excellent verbal and written communication skills, and the ability to articulate ideas clearly in English and Hindi.
Remuneration	Rs. 3.24 lakhs per annum (all inclusive).
Age	Minimum 21 years and maximum 35 years as on 01.01.2024
Tenure of Contract	Initial appointment is for one year and it can be extended till the program continues if the candidate performance is satisfactory.
Last date of receipt of Applications	December 12, 2023

Job Description and Responsibilities

The Office Executive, a vital member of the Incubation Management Team, reports directly to the Chief Executive Officer and plays a key role in supporting AIC π -Hub related activities. Responsibilities include, but not limited to, the following:

1. **Data Handling:** Precisely orchestrating the input of information into computer systems, encompassing customer details, business metrics, and inventory levels, utilizing advanced systems like Public Fund Management System (PMFS), financial software (Such as TALLY), or inventory management systems.
2. **Record-keeping:** Maintaining meticulous and current records, be it business, customer, or inventory details, through systematic organization using spreadsheets or databases so that they are easily accessible to all the stakeholders.



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3. Coordination with stakeholders: Coordinating and scheduling appointments and meetings, managing team members' calendars, and ensuring seamless communication through tasks such as synchronizing conference calls and securing meeting spaces.
4. Communication management: Responding to phone calls and emails with professionalism, adeptly directing inquiries, managing customer interactions, scheduling appointments, and furnishing information to stakeholders.
5. Supporting Innovation: Collaborating on incubation projects, crafting documents and presentations, and working closely with the management and coordination team to ensure precise and timely completion of tasks.
6. Confidentiality Stewardship: Adhering to company policies, handling sensitive information in line with established protocols, and ensuring the secure management of personal or financial data and confidential documents.
7. Policy Compliance: Observing company policies and procedures to foster a professional and respectful work environment, including adherence to dress code policies, established schedules, and task-handling protocols.

Selection Process:

- a) Applications will be screened-in after confirming the eligibility. Depending upon the number of applications received, screened-in applications may be shortlisted based on academic performance, expertise, and experience of the candidates. The shortlisted candidates will be called for the personal interview along with original document meeting mandatory requirements. The candidates will appear for the interview on his/her own cost.
- b) A formal employment offer shall be issued to the selected candidate by the competent authority only after mutual understanding of joining date and acceptance of other terms and conditions.
- c) The decision of the AIC π -Hub shall be the final in all matters related to the selection and recruitment.

Please note that:

- a. This is NOT an appointment in a Government Service.
- b. AIC π -Hub is self-financed Centre and appointment is purely on CONTRACT basis.