

## IIITB Invites Applications For The Post Of Admin Associate (Continuing Professional Education) - (Last Date For Receipt Of Application Is February 15, 2023).

**Note: "Recruitment for the position of Admin Associate (CPE) has been kept in Abeyance"**

The details are as follows:-

Designation	Admin Associate (CPE)
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Student Database Management - maintain filing system, produce reports and update database and student files as necessary.</li><li>• Support the admission process with answering calls and emails</li><li>• Collecting the postal address from graduating learners.</li><li>• Interfacing with our external partners and prospective students for offline events.</li><li>• Organizing and assist in conferences, workshops, graduation day, preparing certificates, etc. as may be deemed necessary.</li><li>• Student fee Payment Collation as and when necessary</li><li>• Student transcript generation</li><li>• Student KYC Document verification</li><li>• Preparing Grade sheets cohort wis</li></ul>
<b>Qualifications, Experience and Skills needed</b>	<ul style="list-style-type: none"><li>• Should be a graduate in any field</li><li>• Age 23 - 30 years preferred</li><li>• Good communication skills</li><li>• Previous experience in the stated area is highly preferred</li><li>• Minimum Two years' Experience in MS office applications especially in EXCEL application</li></ul>
<b>Pay and Allowances</b>	As per norms of the institute
<b>Last date for applications</b>	Interested candidates are requested to fill in the form below along with

	resume latest by February 15, 2023
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	<a href="https://forms.gle/o445otYHGL8XwSma8">https://forms.gle/o445otYHGL8XwSma8</a>
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***Note: Only shortlisted candidates will be communicated through email.***