

The position will be directly reporting to Program Manager, CPDMED TBI, IISc Essential: * BCom Computers /BA Computers * Proficiency in common software such as MS Word, Excel, PowerPoint, Paint etc. * Ability to communicate well in English

* Ability for good record-keeping * Ability to organize meetings, take minutes-of-meeting etc.

- Experience in secretarial assistance
- Experience or Exposure to Hospitality
- Experience or Exposure and to social Media marketing
- Experience or Exposure to Telemarketing/Cloud calling
- Experience or Exposure to Services Marketing

The role may require to receive and record the guests or service seekers at the TBI

Means of personal commuting. The job will require fairly frequent commuting within IISc campus and sometimes outside the campus too.

Salary: **-20k INR** per month. (Consolidated)

Deadline for Application: 16th August 2020

Interested candidate with required qualification and experience can email their CV to srinivasmk@iisc.ac.in