



SYMBIOSIS

Senapati Bapat Road, Pune - 411 004, Maharashtra, India

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Inviting applications for the following positions at:
Bengaluru | NOIDA | Hyderabad | Nashik | Pune

INFORMATION OFFICER

Postgraduate with minimum 5 years of experience. Candidate will be a single point of contact at the institute and will be required to collect, collate, archive, retrieve and submit data to the University pertaining to the students, faculty, events etc. Co-ordinate activities of internationalisation, exchange programmes, summer schools, alumni data, service learning activities, liaison with NGO's/Corporates for CSR activities, maintain records and submit reports periodically.

OFFICER EVENTS & STUDENT ACTIVITIES

Postgraduate with minimum 5 years of experience. Candidate will assist the Director and Deputy Director of the institute in developing a yearly calendar of events and student activities. The candidate will plan, manage, and implement events and student activities within the approved budget while monitoring proper student attendance. Candidate will maintain all related documents, generate reports periodically, maintain and develop relationship with external stakeholders as potential sponsors.

EXAMINATION SUPERVISOR

Postgraduate with minimum 10 yrs of experience preferably making arrangements necessary for holding examination and test, supervision and declaration of result, Candidate will be leading a small team which will assist the Controller of Examination in all examination processes of the University and contribute towards developing and strengthening existing processes. School teachers with relevant experience who wish to shift to academic administration may also apply.

CAMPUS ADMINISTRATOR

Postgraduate/Graduate with 15/21 years of experience in estate management, overall discipline, repairs and maintenance, Hostel/Mess/Cafeteria management, and all residential campus administration related activities. Will coordinate with Directors on Campus under the guidance/supervision of Chief Admin. Retired Army Officers of the rank of Lt Col and above may apply.

CAMPUS/ESTATE SUPERVISOR: HOSTEL WARDEN

Graduate with experience in supervision of all activities on campus related to repair and maintenance, electricity, water, housekeeping, people management, students' discipline and attendance. Candidates will report to the Campus Administrator.

ACCOUNTANT/ACCOUNT ASSISTANT

Postgraduate/Graduate in commerce with 3/9 years of experience, proficient in tally and MS-Excel, with hands-on experience in day-to-day accounting, cash flow statement, calculating TDS, honorarium payments, statutory payments, reviewing proposals for Capital and Revenue expenditure, bank reconciliation, monitoring student fee/deposits and reconciliation, maintenance of documents and records, coordination with Faculty, Vendors and Students, interaction with auditors, submission of accurate data to Central Office.

COORDINATOR/OFFICE ASSISTANT

Postgraduate/Graduate with 3/9 years of experience in general administration, admission, academic coordination examination, HR processes, interaction with faculty, students and departments in the University, generation and updation of records and registers, retrieval of data and timely submission of MIS. Candidates with lesser experience/ freshers will be considered for position of Office Assistant.

All the above positions require excellent English written and verbal communication skills and proficiency in MS Office. Candidates with relevant experience in academic/education sector will be preferred. Salary will be commensurate with qualification and experience. Interested candidates should send their resume with one passport size photograph specifying the post applied for, present salary and expected salary to: recruitment@symbiosis.ac.in or send hard copy to Chief-HR, Symbiosis, S.B. Road, Pune - 411 004, within seven days of the release of the advertisement.

Principal Director, Symbiosis