

**Assistant Manager (Departmental Management of Biology),
Trivedi School of Biosciences (TSB)**

Name of the Post	Assistant Manager (Departmental Management)
No. of posts	01 (One)
Minimum educational Qualification & Experience	Graduate / Post Graduate, preferably in any discipline of Life Sciences Candidates with at least 2-3 years of work experience will be preferred in the relevant field
Job requirement	Involvement in overall administration and operations work of TSB. Shaping and managing overall communication and liaison with multiple departments, students, faculties, internal staff, visitors and any other concerned person. Work in close coordination with staff from laboratory, multiple departments, research office etc. Planning and arranging meetings, taking notes, distributing minutes of meetings, arranging Biology faculty presentations, job talks etc. along with performing other related duties as assigned.
Preference	Candidates having demonstrated strong organizational skills, ability to manage multi-tasking simultaneously, strong interpersonal skill, strong professional ethics, ability to handle overall administrative tasks and logistics, excellent oral and written communication skills, good knowledge of MS office, Social Media experience, comfortable working on deadlines, experience in systems management, ready to work in a fast-paced environment, in which new challenges and demands sometimes arise on short notice, prior knowledge of data handling.
Tenure of the appointment	Full-time position, initially for a period of one year, extendable for further period subject to satisfactory performance
Consolidated emoluments	Dependant on the experience and expertise
Last date of application	May 15, 2022

Interested candidates may send their CVs to Connect HR connect.hr@ashoka.edu.in mentioning the post applied for in subject line along with the update CV, current compensation, expected compensation and Notice period.

The deadline to submit the applications is **15th May, 2022**.