

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

Name of the Post	<b>Assistant Manager (Biology Lab Management)</b>
No. of posts	01 (One)
Minimum educational Qualification & Experience	Post Graduate in any discipline of Biology Candidates with at least 2-3 years of work experience will be preferred in the relevant field
Job requirement	Involvement in management of TSB, with a focus on Biology laboratory related administration. Day-to-day technical and administrative operations of the laboratories, which includes handling purchase, order/supplies, maintenance of small equipment, organizing trainings, management of accounts etc. Financial management and reporting. Shaping and managing overall communication with students, faculties, vendors, lab management team, purchase team, grant management team and any other concerned person, along with performing other related duties as assigned.
Preference	Candidates should be conversant with general administration including purchases, material management, financial management of budgets and grants. Experience in managing administrative and operational responsibilities on work flow management, timelines and deliverables, ability to manage multi-tasking simultaneously, strong interpersonal skill, strong professional ethics, excellent oral and written communication skills, good knowledge of MS office, data handling, comfortable working on deadlines, ready to work in a fast-paced environment, in which new challenges and demands sometimes arise on short notice.
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
<b>Last date of application</b>	<b>May 15, 2022</b>

Interested candidates may send their CVs to Connect HR [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) mentioning the post applied for in subject line alongwith the update CV, current compensation, expected compensation and Notice period.

The deadline to submit the applications is **15<sup>th</sup> May, 2022**.