



Indian Institute of Management Kashipur
Kundeshwari, Kashipur 244713 (Uttarakhand)

Advertisement for the post of Manger (Operations) purely on contract basis

Applications are invited for the post of **Manager (Operations)** based at Dehradun. Appointments will be made purely on contract basis for a period of one year initially and renewable annually, subject to satisfactory performance, but generally limited to three years. The applicants should have excellent communication skill, interpersonal skill, should have a good academic record throughout the career with Post Graduate degree preferably in management from Institute of repute with minimum 5 years of work experience in Industry / Academia with adequate experience in academic administration, handling corporate communication and marketing activities in a reputed Educational Institute / University System / Research Institute / Central Government Departments.

Candidates will be interviewed in person, via Skype. Candidates are requested to provide their Skype ID and phone number in advance. The age will be preferably below 35 years.

Job Responsibility:

- Assisting and managing all operations including planning the activities, managing the infra and support, checking the compliance with SOP of Executive Programmes at IIM Kashipur, Dehradun Campus.
- Co-coordinating with various stakeholders associated with execution of the different programmes.
- Assisting the Digital Marketing initiative
- Monitoring the various projects of MBA WX programme.
- Meeting with various client organisation and presenting the MBA-WX programmes
- Managing events including the Guest lecture, Symposium, Workshops and Seminars

Pay: Negotiable depending on the qualification & experience.

Candidate must carry his / her complete CV along with all original academic testimonials and one set of self-attested photocopy of all relevant documents during the time of interview. No TA/DA will be paid to the candidate. For any further query, contact: Personnel Department of IIM Kashipur (personneldept@iimkashipur.ac.in).

Candidates are requested to apply using the link available at <http://www.iimkashipur.ac.in/careers>

Last date of online submission of applications: 20/03/2020

Shortlisted candidates will be called for interview.

Venue of the Interview: IHM Dehradun (preferable Saturday)