

Job Description

Title:	Administrative Assistant to the office of the CEO - BeST
Type of Position:	Full Time
Reports to:	CEO
Location:	Bengaluru
To Apply:	Send cover letter and resume to office.best@iisc.ac.in (Subject line: Application for Administrative Assistant, BeST cluster)

BeST Overview

Establishing a sustainable innovation ecosystem requires a well-connected network of entrepreneurs, domestic and foreign private enterprises, educational and research institutions, government agencies, investors, business incubators, and technology and business mentors. This need has led to the establishment of regional innovation clusters in many parts of the world. Such innovation clusters bring together capital, expertise, and talent to foster technological breakthroughs. Innovation clusters are uniquely distinctive in their structure and operating model. The Bengaluru Science and Technology (BeST) Cluster aims to distinguish itself by aspiring towards the following overarching goals:

- Building an active network of research institutes, companies, NGOs and government bodies to promote knowledge sharing, cross-fertilization of ideas, and co-innovation (Collaboration).
- Identifying and resolving socially relevant problems, through active coordination with government organisations and NGOs (Responsiveness).
- Accelerating regional scientific and technological progress, and improving the regional innovation ecosystem, by facilitating a wider range of research initiatives, better access to funding opportunities, and greater networking and career opportunities for student communities (Competitiveness)
- Inspiring new products and technologies by coordinating efforts and financial resources and effective integration of intellectual and financial resources to create a new generation of innovative businesses (Innovation)
- Gaining a competitive advantage by improving internationalisation and boosting visibility (Globalisation)
- Promoting economic growth in the state by contributing to an increase in employment and intensification of entrepreneurial activity, and accelerating the inflow of foreign investment (Sustainability)

BeST is part of the Science & Technology clusters area major initiative under the Prime Minister's Science, Technology and Innovation Advisory Council (PM – STIAC). The Bengaluru cluster has is being incubated by the Indian Institute of Science, Bengaluru. To further this mission, BeST is recruiting for the position of Director – Research & Development . Please see description below.

Roles and Responsibilities

The role of the Administrative Assistant (AA) is to carry out the functions of the office diligently and in a timely manner as required by Administrative Manuals and SOPs. AA will be required to process letters, representation, applications, papers, etc.; arranging meetings, managing visitors, events and related protocols. The AA will ensure that the Department is functioning smoothly and be accountable for all the assets, papers, files and other materials that the Department / office comes across in the course of the daily work of the organisation.

Key responsibilities include:

- Indexing, recording, typing, comparing, dispatching, preparation of statements, correction of reference books and submission of drafts etc.
- Receiving, registration and retrieving of letters / files / papers as and when required, maintenance of Section Diary, File Register, File Movement Register
- To see whether all facts have been correctly stated;
- To point out any mistakes or incorrect statement of facts;
- To draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- To bring out clearly the question under consideration and suggest a course of action wherever possible
- Compilation of data, drafting of various reports and submission of the same, as and when required;
- Co-ordinate with various parties to make appointments for Officer-in-Charge;
- Liaise with other Departments for smooth workflow processes
- To undertake any other similar duties pertaining to the office that the Officer-In-Charge may assign from time to time.

Skills and Competencies

- Become conversant with the rules in the subject matter that the office is dealing with and be able to submit rules at appropriate time to all people concerned i.e. the Officer-in-Charge, visitors to the office and other stakeholders
- Should be able to compose grammatically correct and simple to comprehend documents (letter, emails, reports, etc.) in English.
- Be conversant with all application software in the MS Office package – MS Word, MS Excel, and MS Power Point, MS Access. Be able to use these application software in an efficient and effective manner. Be aware of all the capabilities and features of these software packages and use them with speed and accuracy.
- To understand the working of ERP modules for working with organizational resources.
- Good planning and organizational skills with good attention to detail;

Education and Experience

- Graduate;
- 8+ years of administrative experience;
- At least 4 years' experience as administrative assistant to a senior management professional.
- Candidates whose prior work experience have an excellent match with the skills and competencies, would be considered for the position, even if there are some variations in their education and experience parameters.

Applicants must submit a cover letter and resume via email to office.best@iisc.ac.in (Please specify the subject line as: Application for Administrative Assistant, BeST cluster)