

Open Position: Office Administrator for INCeNSE & Industry Affiliate Program

The Centre for Nano Science and Engineering (CeNSE) at Indian Institute of Science (IISc) Bangalore was established in 2010 to pursue interdisciplinary research across several disciplines with a focus on nanoscale systems.

INCeNSE, the Technology Business Incubator (TBI at CeNSE) has been set up to enable start-ups, from IISc and outside, that can leverage our facilities. Industry Affiliate Program (IAP) serves as a platform to engage with industry.

We are inviting applications for the position of **Office Administrator** to provide administrative support to INCeNSE and IAP Programs. This is a full time, contractual position. The initial contract is for four months and will be renewed subject to satisfactory performance. The person working in this role would report to CEO, INCeNSE (TBI).

Candidate's Profile

The candidate must have a positive & collaborative mind set who is self-motivated, and willing to learn new skills. The ideal candidate will possess high ethical standards, excellent interpersonal & communication skills, have an ability to take initiative, and prioritize daily tasks. A strong ability to take charge and meet tight deadlines will be critical in this multi-faceted role.

Need to be at least a graduate from a reputed institution with minimum 2 years relevant experience.

Essential Skills

- Skilled at handling financial matters (status reports, expense statements, quotations, invoice, PO, Payments, Cash Advance, Bills) while paying attention to details
- Staying organized with good planning and prioritization with an ability to multitask well
- Good record keeping & document management skills with an ability to keep track of physical & digital assets
- Proficient in using Office 365 tools specifically, Word, Excel, Outlook, Power Point, Teams & SharePoint
- Excellent written & verbal communication skills with strong stakeholder management skills
- Ability to work in a collaborative team environment & comfortable in networking and reaching out to people as needed
- Expert at general administrative tasks including front desk, office correspondence, filing, scanning, scheduling meetings, coordinating formal/informal events, etc
- Additional skills like content designing and editing using software for posters and videos, managing social media accounts & updating webpages would be a plus

Salary

Salary is based on skills and experience as per Institute norms.

Use this link <https://incense.accubate.app/ext/form/213/1/apply> to apply for this position.