

Applications are invited for the position of Administrative Assistant at the Bengaluru Science and Technology Cluster (BeST) at the Indian Institute of Science (IISc), Bangalore. The Administrative Assistant will manage the day-to-day admin support for BeST Office. Please see the details below for BeST and the key responsibilities of the Administrative Assistant:

Job Description

Title: Administrative Assistant

Type of Position: Full Time (Contractual)

Location: Bengaluru

To Apply: Send mandatory cover letter and detailed resume to office.best@iisc.ac.in via email with a (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 organizations 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 internationalization and boosting visibility (Globalization)
- 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. Please see the description below

Role and Responsibilities

Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

Key responsibilities include:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Handling administrative requests and queries from senior managers
- Organizing and scheduling appointments with admin software
- Planning meetings and taking detailed minutes
- Quotation and tender management for different office stationery purchase and management

Skills and Competencies

- Proven experience as an Administrative Assistant, Virtual Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Knowledge of handling project over SAP

Education and Experience

- Graduate in any stream, having 2+ years of experience as an administrative assistant or Secretary (Mandatory)
- Added benefit to the former IISC Administrative assistants

To apply, interested candidates will need to send a detailed resume with a cover letter to office.best@iisc.ac.in via email with a (Subject line: Application for Administrative Assistant, BeST cluster) by December 1st, 2022. Short-listed candidates will be called for an interview. No TA/DA will be paid for candidates who will interview at IISc.