



iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the Department of Science and Technology (DST), Government of India (GoI)



Adv. No.: iHub-Anubhuti/2024/Hiring/14

Date: 09/07/2024

Advertisement inviting applications for the position of Executive Assistant

We are [IHUB ANUBHUTI-IIITD FOUNDATION](https://www.nmicps.in), a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the [National Mission on Interdisciplinary Cyber-Physical Systems \(NM-ICPS\) of the Government of India](https://www.nmicps.in). See <https://www.nmicps.in> for more details.

We are a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and develop data-driven cognitive computing solutions leveraging artificial intelligence and machine learning.

Visit <https://ihub-anubhuti-iiitd.org> to understand more about our mission, our work, our people and our innovations.

Job Summary:

The Executive Assistant will provide high-level administrative support to the Project Directors ensuring efficient operation and handling a wide range of tasks with professionalism and discretion. The ideal candidate is a detail-oriented and resourceful individual with excellent communication skills and the ability to manage multiple priorities.

Number of Post: 1

Key Responsibilities:

1. Administrative Support:

- Manage executive calendars, schedule meetings, and coordinate appointments.
- Arrange travel itineraries, accommodations, and transportation for executives.
- Prepare and organize documents, reports, and presentations for meetings.
- Handle incoming and outgoing communications, including emails and phone calls.

2. Meeting Coordination:

- Organize and coordinate executive meetings, including preparing agendas and meeting materials.
- Attend meetings, take minutes, and follow up on action items.
- Assist with the planning and execution of company events and functions.

3. Confidentiality and Discretion:

- Handle sensitive information with the utmost confidentiality and professionalism.
- Maintain and manage confidential files and records.

4. Office Management:

- Oversee the maintenance and organization of the executive office.
- Proficient in MS-OFFICE, PowerPoint, Social Media and MS-Excel.



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5. **Communication:**

- Serve as a liaison between Project Directors, executives and internal/external stakeholders.
- Draft, review, and edit correspondence, communications, and other documents.

Qualifications:

- Must have secured a minimum of 70% in 10th, 12th, and graduation. A relaxation of 5% is provided for SC and ST candidates.
- Minimum of 2 years of experience as an Executive Assistant or in a similar administrative role.
- Excellent communication skills in English, both written and verbal.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint). Familiarity with data management software is a plus.
- Strong organizational skills with a high degree of accuracy in work.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Strong analytical skills with the ability to identify and resolve issues effectively.

Salary Range: INR 4.8 Lakhs to 6 Lakhs annually

General Instructions:

1. iHub Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
2. iHub Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

How to Apply:

Interested candidates may apply on the [Application Form](#). Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.

Applicants who have already applied for the Executive Assistant position against advertisement no. iHub-Anubhuti/2024/Hiring/11 will not be considered and need to apply again.