AHRC Job Ad No 2024-05

04 Dec 2024

Position: Office Manager

Location: AHRC/SECS, IIT Bhubaneswar, Odisha

About AHRC

The AI and HPC Research Center, AHRC is a premier interdisciplinary and collaborative research center designed as a National Research Center and hosted at IIT Bhubaneswar. At AHRC, faculty members and researchers at IIT Bhubaneswar and other prominent academic/industry/govt. institutions around the globe collaborate to find solutions to real world problems using Artificial Intelligence and High Performance Computing. Researchers from the fields of engineering, computer science, medicine, agriculture, basic sciences, finance, archeology and other areas work together to develop integrated hardware and software solutions using artificial intelligence and machine learning to address critical needs of the society and industry. Our virtual global team includes members from more than 30 reputed organizations in the country and more than 15 prestigious organizations from abroad.

Job Summary: As the **Office Manager** , the individual will play a pivotal role in overseeing the day-to-day administrative operations of the **AHRC** at IIT Bhubaneswar. This position requires a dynamic professional who will be responsible for managing administrative processes, maintaining project documentation, organizing events, and supporting research staff onboarding. The role also involves maintaining compliance, managing resources and assets, preparing reports, and facilitating seamless communication between interdisciplinary teams. With a focus on operational excellence, the individual will contribute to the center's mission of fostering cutting-edge research and and this position is ideal for candidates with strong organizational skills, a collaborative mindset, and experience in R&D or academic environments.

Salary & Compensation:

Salary: Rs. 8-10 lacs per year, consolidated

Required Qualifications:

-B.Tech/M.Tech in disciplines such as Electrical Engineering, Electronics & Communication, Computer Science, Information Technology, Mechanical, or Aerospace Engineering with at least 60% marks or equivalent grade.

-Proficiency in computer applications and office productivity tools is essential.

-A minimum of 6 years of professional experience in academic /R&D institutes ,administrative or managerial roles within Centrally Funded Technical Institutes (CFTIs), Public Sector Undertakings (PSUs), or similar organizations.

Job Responsibilities:

-Oversee the daily administrative operations of the research center, ensuring seamless collaboration among faculty, researchers, and external stakeholders.

-Manage the onboarding of research staff, visiting faculty, and interns, including contract management and orientation.

-Enforce Standard Operating Procedures (SOPs) for administrative tasks, safety protocols, and operational efficiency.

-Maintain an organized filing system for confidential documents, agreements, and operational records.

-Schedule meetings, prepare agendas, and ensure follow-up on actionable items from meetings.

-Plan logistical arrangements for faculty visits, dignitary visits, demonstrations, and startup onboarding programs

-Assist in recruitment processes by coordinating interviews and maintaining candidate records.

-Oversee the procurement, maintenance, and periodic stock verification of equipment and office assets.Ensure optimal utilization of resources while managing budgets for consumables, supplies, and infrastructure upgrades.

- Maintain up-to-date records of ongoing and completed projects, ensuring proper documentation and accessibility for internal and external audits.

-Maintain financial records for grants, projects, and center activities, ensuring compliance with regulatory requirements. Coordinate with the finance team to process payments, invoices, and reimbursements in a timely manner.

Ideal Candidate Attributes:

-Strong organizational skills and ability to multitask in a dynamic research environment.

-Familiarity with academic research, R&D operations, and grant management processes.

-Proficiency in office productivity tools (e.g., MS Office Suite, project management software)

-experience in maintaining ledgers, book keeping and tools like tally are a plus

-Strong leadership qualities with the ability to mentor teams and foster collaboration.

- Excellent interpersonal and communication skills, with proficiency in drafting reports, proposals, and correspondence.

How to Apply:

-Candidates who meet the eligibility criteria should apply by sending an email to: career.ahrc@iitbbs.ac.in.

-the email subject line should be "application for the position of Office Manager, AHRC Job Ad No 2024-05"

-The body of the email should contain the name, current designation and contact phone number of the candidate

-the attachments should include pdf versions of the candidate's resume, and a one page cover letter

- Shortlisted candidates will be informed for an interview, which may be conducted online or in-person depending on the situation.

Selection Procedure:

- Candidates will be shortlisted based on eligibility criteria, academic record, relevant experience, and overall fit with the position.

- Only shortlisted candidates will be contacted for an interview by the selection committee.

- *Meeting the criteria does not guarantee an interview call.*

- If no suitable candidate is found, the position will remain vacant, and a new advertisement may be issued at a later time.

Note: This is a contract position with a tenure of 2 years, and the Job definition/requirements will evolve over time as per AHRC requirements.