ADVERTISEMENT
FOR
MEMBER-TECHNOLOGY, CEO'S OFFICE
AT
IIT MANDI IHUB AND HCI FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus

About IIT Mandi iHub and HCI Foundation: About iHub: IIT Mandi iHub and HCI Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is **"Human-Computer Interaction."** The vision of the iHub is to be an internationally recognized hub that nurtures HCI research, enables technology translation for industry, and scales skill development. The four verticals of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the position:

Position: Member-Technology, CEO's Office

Location: IIT Mandi, Campus

Reports To: Chief Executive Officer (CEO)

Apply Here: *https://shorturl.at/vFUX1*

Job Summary:
We are seeking a highly skilled and proactive Executive Assistant to support the CEO's Office with a focus on technology-related tasks. As the Executive Assistant, the incumbent will play a pivotal role in ensuring the efficient operation of the CEO's Office, enabling the CEO to focus on strategic initiatives and making. This position requires exceptional organizational, technical, and communication skills, along with a strong ability to handle sensitive information with the utmost confidentiality.

Key Responsibilities:

- Technology Research: Stay up to date with industry trends and technology advancements to provide the CEO with relevant information for decision-making.
- Special Projects: Assist with ad-hoc projects and tasks as requested by the CEO, often requiring analytical and problem-solving skills.
- Technology Coordination: Act as a liaison between the CEO and the technology team. Coordinate technology-related projects, track progress, and ensure deadlines are met.
- Meeting Preparation: Prepare meeting agendas, documents, and presentations. Attend meetings when required to take notes and facilitate follow-up actions.
- Event Planning: Assist in organizing and executing company events, meetings, and conferences involving the CEO and technology team.
- Stakeholder Liaison: Act as a point of contact between the CEO's office and internal/external stakeholders, maintaining strong relationships and ensuring effective communication.

- Ad Hoc Tasks: Tackle ad hoc assignments and requests from the CEO and technology team with professionalism and efficiency.
- Communication: Manage incoming and outgoing communications for the CEO's Office, including emails, phone calls, and written correspondence. Draft and proofread documents and presentations as needed.

Qualifications:

- Bachelor's degree in Engineering or Science or MCA from a reputed institute.
- Proven experience as an executive assistant or in a similar role, ideally in a technology-focused environment. Should have worked at least 2 years in software development projects, or as a Technology Architect, or should be a key technical member in a startup.
- Strong proficiency in using office software (Microsoft Office Suite, Google Workspace, and Prompt Engineering) and familiarity with project management tools.
- Exceptional organizational and time-management skills with the ability to multitask effectively.
- Excellent written and verbal communication skills.
- High level of discretion and ability to handle confidential information.
- Strong attention to detail and accuracy.
- Tech-savvy with the ability to quickly learn new software and tools.
- Proactive, resourceful, and able to work independently.
- Strong problem-solving skills and a proactive attitude.

Salary: Negotiable for the suitable candidate

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCI Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be canceled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCI Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005
Email: hr@ihubiitmandi.in
Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions.