



IIT Mandi iHub & HCI Foundation
Technology in Harmony with Human Needs

ADVERTISEMENT FOR
EXECUTIVE-ADMINISTRATION
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 areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Position: Executive Administration

Responsibilities

- Manage incoming communications (e.g., emails, phone calls, mail) on behalf of executives, prioritize and respond to inquiries as appropriate, and draft and prepare correspondence and reports as needed.
- Provide comprehensive administrative support to executives, including drafting and editing documents, preparing presentations, maintaining files and records, and handling invoices, PO's, quote comparisons etc.
- Oversee office operations and ensure a clean, organized, and efficient working environment, including ordering office supplies, coordinating equipment maintenance, and managing vendor relationships.
- Handle sensitive and confidential information with the utmost discretion and professionalism, always maintaining confidentiality.
- Assist with special projects and initiatives assigned by executives, including research, data analysis, and coordination of cross-functional teams.
- Maintain and update databases, contact lists, and other organizational records, ensuring accuracy and completeness of information.
- Support the professional development of executives and staff by identifying relevant training opportunities, conferences, and workshops, and assisting in registration and logistics coordination.

Essential Qualifications:

Position	Qualification	Years of Experience
Executive	Bachelor's Degree	3 Years
	Master's Degree	0-3 Years

Desirable Skills/Traits:

- Ability to manage multiple tasks and prioritize effectively.
- Strong verbal and written communication
- Ability to handle sensitive information with integrity
- Experience in coordinating projects and initiatives effectively.

Remuneration: Up to INR 35,000/- per month based on experience and the position offered.

Link to Apply: <https://xt9iuyp9fqg.typeform.com/to/PRupQTf5>

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 cancelled/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.