

Administrative Assistant position at Micro Nano Characterization facility, CeNSE, Indian Institute of Science. Bengaluru

The Micro Nano Characterization facility (MNCF), Centre for Nanoscience and Engineering (CeNSE), Indian Institute of Science (IISc), Bengaluru is inviting applications for the position of Administrative Assistant to be a part of facility operations

Job Description:

- The Administration Assistant will be responsible for MNCF user on boarding, procurements of spares and consumables, MNCF equipment booking etc.
- The administrative assistant will be required to liaise between MNCF staff and MNCF users.
- The selected candidate will Manage the MNCF Front Desk, help new users, attend the user's requests and queries, manage entry of external users to MNCF, receiving and dispatching the user's samples etc.
- Follow up on MNCF Purchase orders till the material is delivered and flag concerns if there are any
- Maintain electronic and hard copy filing system regarding the purchase of tools, consumables and spare parts for MNCF
- Maintain/update the MNCF website and facility booking software.
- Prepare and maintain MNCF usage reports
- Provide general administrative and admin support including mailing, scanning, faxing and copying, help with preparing reports and other relevant documentation that may be necessary for facility operations.

Minimum qualifications:

- Graduate from any stream with good hold on written and spoken English; additional qualifications in Business Administration or office administration are a plus
- Demonstrated proficiency in MS office suite is essential
- Strong organizational and multitasking skills
- Excellent communication skills in both oral & written in English.
- Excellent Public Relations skills and Interpersonal abilities
- Attention to detail and problem-solving mindset
- Ability to work independently and as part of a team
- Ability to prioritize work and attention to detail, Ability to handle multiple tasks and follow-up activities
- Prior experience using SAP and ERP software is desirable
- Demonstrated skill in administrative position is desirable
- Fresh graduates are also encouraged to apply.

Shortlisted candidates will be called for an interview at MNCF, CeNSE, IISc Bangalore

How to Apply: Please apply online using the following link <https://forms.gle/UWTNrxRXHHAAb7kg36>

Applications will be accepted until 20th November 2024.