



<b>About IIMB</b>	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	Programme Administrator and Administrative Assistant
<b>Job Purpose</b>	As a Programme Administrator, the incumbent is expected to support Faculty and Programme Directors, in execution of academic and executive programmes, ensuring smooth day-to-day operations. As an Administrative Assistant, the incumbent is expected to support the Faculty/ the Reporting Officer in effective coordination and administration.
<b>Job Type</b>	Contractual - non-teaching
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>➤ <b>As Programme &amp; Academic Support</b><ul style="list-style-type: none"><li>• Coordinate with the Reporting Officer and Faculty Programme Directors for day-to-day programme execution.</li><li>• Assist in programme scheduling, session coordination, and participant communication.</li><li>• Manage and update programme content on Moodle (Learning Management System).</li><li>• Act as a point of contact for programme-related queries and coordination.</li></ul></li><li><b>Data, Reporting &amp; Documentation</b><ul style="list-style-type: none"><li>• Maintain and track programme and activity-related data.</li><li>• Prepare and share periodic reports and data analysis.</li><li>• Ensure accurate documentation, record-keeping, and confidentiality.</li></ul></li><li>➤ <b>As Administrative &amp; Secretarial Support</b><ul style="list-style-type: none"><li>• Handle official correspondence independently.</li><li>• Provide day-to-day administrative and secretarial support.</li><li>• Process bills, IOMs, reimbursements, and coordinate with internal systems for logistics and administrative arrangements.</li><li>• Retrieve, archive, and manage documents and records.</li></ul></li><li>➤ <b>Events &amp; Coordination</b><ul style="list-style-type: none"><li>• Support organization of conferences, workshops, and programme-related events when required.</li><li>• Coordinate with internal teams, faculty, vendors, and external partners to meet programme milestones.</li><li>• Undertake any other assignments as assigned from time to time.</li></ul></li></ul>
<b>Key Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Strong written and verbal communication skills.</li><li>• Proficiency in MS Office, email communication, scheduling tools, and databases.</li><li>• Familiarity with Learning Management Systems (preferably Moodle).</li><li>• Strong organizational, multitasking, and problem-solving abilities.</li><li>• Ability to maintain absolute confidentiality and work independently.</li><li>• Positive attitude and professional maturity in dealing with faculty and participants.</li></ul>
<b>Qualification &amp; Personal Profile</b>	<ul style="list-style-type: none"><li>• The candidate should be a Graduate.</li><li>• Candidates should have a minimum of one year of administrative experience, preferably in the hospitality sector.</li></ul>
<b>Compensation</b>	The selected candidate will be appointed on a contract basis with a consolidated monthly salary (CTC). The contract is renewable based on satisfactory performance. While the final

compensation will be determined by the candidate's profile, the indicative remuneration is <b>₹4.92 Lakhs per annum</b> , plus additional benefits.
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Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 28<sup>th</sup> February 2026. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields and the following documents are required to be uploaded while submitting the application.

- 10<sup>th</sup> & 12<sup>th</sup> Marksheets.
- Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.
- Post - Graduation (if applicable)– All semester wise Marksheets & Final Post – Graduation Certificate.
- All experience letters.
- Recent 3 months' payslips or 3 months' income proof.
- If you have undergone any training, kindly attach the training certificates.
- 3 References from your Peers/Reporting Managers mandatory.

Applications without these documents will be treated as incomplete and will not be considered.