

TIH/iHub Drishti/2021-22/Recruitment/06; Dated 22 November 2021

N.H. 62, Nagaur Road, Karwar, Jodhpur 342037, Rajasthan (India)

Website: <https://ihub-drishti.ai/> eMail: jobs@ihub-drishti.ai

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focussed around “Computer Vision, Augmented Reality and Virtual Reality”.

iHub Drishti Foundation invite applications from Indian Nationals possessing an excellent academic background and relevant experience in for the post of:

Senior Executive Assistant *having Masters' degree in Management or Engineering from a recognized University/Institute and possessing post qualification relevant experience of at least 5 years.*

Job Title: Senior Executive Assistant

Job Profile:

- **Executive support** – Undertakes a broad variety of administrative tasks for the Project Director/CEO/CTO including: managing calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings. Successfully completes critical aspects of deliverables with a hands on approach, including drafting acknowledgement letters, personal correspondence, and other tasks such as preparing minutes of meeting.
- **Board Support and Liaison** - Assists board members with travel arrangements, lodging, and meal planning as needed. Maintains discretion and confidentiality in relationships with all board members. Adhere to compliance with applicable rules and regulations regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- **Liaison with Honorary and Industry Members** - Ensures smooth on-boarding of Honorary and Industry members, stores and maintains all records related to them in centralized repository, manages lifecycle and timely renewal of membership. Coordinates well among Honorary and Industry members and executives for organizing trainings, conferences, workshops and seminars.
- **Liaison with website developer and digital marketing executives** - Ensures availability of the latest and updated contents in the company website, benchmarks with similar websites and recommends improvement plan for UI/UX. Guides Search Engine Optimization (SEO)/ Search Engine Marketing (SEM) executives for continuous improvement in google search ranks.
- **Communications and Strategic Initiatives** - Edits and completes first drafts for written communications to external stake holders. Works with the strategic initiative/ project teams spread across geographies in coordinating the Project Director/CEO/CTO's outreach activities.

- Follows up on contacts made by the Project Director/CEO/CTO and supports the cultivation of ongoing relationships.
- **Store & Purchase** – Conducts market research, evaluates vendors, negotiates contracts and prepares reports on orders and costs.
- **Entrepreneurship Development** – Coordinates with Technology Business Incubator, Startups, Innovation Accelerator, organizes Grand Challenges and Competitions, promotes Young and Aspiring Technology Entrepreneurs

Essential Qualification and Knowledge with Expertise:

- Masters' degree in Management or Engineering
- Minimum post-qualification relevant experience of at least 5 years.
- Should have knowledge of Government rules in Administrative matters including recruitment, establishment and handling of disciplinary and legal matters.
- Excellent communication skills, both written and verbal
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms
- Experience and interest in internal and external communications, partnership development, and relationship management

Compensation

- As per industry standards (Based on experiences, and negotiable) with annual performance linked incentives in addition
- Tenure: Initially 1 year (reviewable and renewable based on performance)
- Age: Preferably less than 35
- Location: Jodhpur

Information regarding the application process:

Applications will be accepted via (<https://tinyurl.com/drishtiseniorexecutive>). Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary documentary evidences by filling above mentioned form **on or before the last date of December 15th, 2021.**

Although recruitment will be prioritized on the basis of need in certain areas within a particular discipline, applications may also be considered from exceptional candidates with background in other areas of the specified discipline.

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- (1) In case of exceptional candidates, the iHub Drishti foundation reserves the right to relax qualifications and/or experience.
- (2) *Shortlisted candidates shall be called for the further recruitment process.*
- (3) *Decision of the board will be final for both shortlisting and selection process.*
- (4) iHub Drishti foundation reserves the right to fill or not to fill any or all of the advertised posts.
- (5) Application with insufficient information or without relevant supporting documents will not be considered for further processing.
- (6) iHub Drishti foundation may verify the antecedents or documents submitted by a person 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 a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.