



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(An autonomous organization under Dept. of Commerce, Govt. of India)

Engagement of Consultant (VC Office) for IIFT Delhi Campus on Contract Basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Department of Commerce, Government of India, engaged in education, training and research in the area of international business. The institute intends to engage Consultant (VC Office) for its Delhi Campus on contract basis as per the following details:

(A) Essential Qualifications: Degree in English with aggregate 55% marks. Proficient in MS Word & MS Excel. With high Integrity and confidentiality. Candidate should have strong communication and computer skills. Willing to work with faculty, students and executives in a challenging and time-pressured environment.

(B) Desirable Qualifications: MA English shall be a desirable qualification. Due weightage shall be given to a person with secretarial background with good managerial and communication skill.

Essential Experience & Skills

- Minimum 3-5 years of relevant work experience.
- Excellent time management skills with a proven ability to meet deadlines; and problem-solving skills, and attention to detail;
- Excellent interpersonal and communication skills;
- Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner;
- The ability to work well with others, both internally and externally, from a wide variety of backgrounds;
- In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of relevant industry;
- High proficiency to work in MS Office and back office software;
- Experience in handling office of CEO/ Senior Officer is desired.

Age: Not more than 35 years as on the last date of receipt of application.

Tenure: The appointment shall be purely on contract basis initially for a period of one year.

Emoluments: The candidate shall be paid all inclusive consolidated emoluments of ₹60,000 to 80,000/- per month.

Roles and Responsibilities:

- Maintain executive's agenda and assist in planning appointments, prepare board/society meeting agenda & minutes under guidance, etc.
- Receive and screen phone calls and redirecting them when appropriate.
- Take dictation, handle and prioritize all outgoing or incoming correspondence (e-mail, letters, etc.) on day-to-day basis.
- Make travel arrangements for Director/Executives.
- Handle confidential documents ensuring they remain secure.
- Maintain electronic and paper records ensuring information is organized and easily accessible
- To coordinate with various departments
- Initiative, planning and tenacity, plus a high degree of understanding of a range of management functions and the content of the programme. Daily decision-making is required, as are diplomacy and sensitivity to the needs of both parties.

Any other functions or additional duties that may be assigned by the head of the institute from time to time.

General Terms and Conditions:

- Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for the further process of recruitment.
- In case of large number of applicants, IIFT reserves the right to shortlist applications in any manner as may be considered appropriate and no reason for rejection shall be communicated in any case.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of skill test/ interview and reasons for not being called for the skill test/ Interview.
- Selected candidates will have to join immediately on receipt of offer.

Interested candidate having the above qualifications and experience should only apply online through link given below latest by **10.07.2024**

Link to Apply: https://docs.iift.ac.in/recruit/solo.asp?jcode=ConsVCO_July2024

Only the shortlisted candidates shall be informed by email to appear skill test/ interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

Gaurav Gulati
(Registrar)