

iHub-Drishti Foundation
Indian Institute of Technology Jodhpur

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”.

Job Title: Executive Assistant

Job Description:

- **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 onboarding 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, Start-ups, Innovation Accelerator, organises Grand Challenges and Competitions, promotes Young and Aspiring Technology Entrepreneurs.

Qualifications, Knowledge and Expertise

Essential:

- Bachelor's degree in any discipline
- At least 2 years of relevant experience
- 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

Desirable:

- MBA from a reputed institute
- Willing to travel

Compensation

- Rs 5 lakhs – 6 lakhs annual CTC (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 30 years
- Location: Jodhpur

Application Process

Candidate may apply with a CV covering educational and professional qualifications, work experience, last salary drawn, contact details, and references. Application may be submitted via <https://tinyurl.com/drishti-ea> on or before the last date of July 15, 2021.

Shortlisted candidates shall be called for the further recruitment process. Decision of the board will be final for both shortlisting and selection.