

Position - Executive/ Sr. Executive

Reports to - Director Student Welfare

Location - BML Campus, Sidhrawali

The Role

- working with students to organise and execute events, functions, cultural festivals etc.
- Make Plan to engage and motivate students to participate in different activities
- Should be able to work closely with student council for preparation of student life activity calendar and budget requirement.
- Keep close connect with all student clubs and their activity.
- Providing support to the students in their non-academic activities
- Collection of bills and submitting it to accounts

Role Requirements

- Coordination Skills
- Good Communication, Confident
- Working Knowledge of MS Office (Excel Word, PPT)

Desired Profile & Skill Set

- Graduate/Post-graduate
- Overall experience: minimum 5 years in Payroll
- Strong Relationship Development skills