**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.
* Should be able to work closely with student council and Manager Student Life for preparation of student life activity calendar.
* Keep close connect with all student clubs and monitor their activities as per calendar
* Coordinating with students and different departments for management of student life activities
* Assist in preparation of budget and processing of bills and recording expenses.
* Ensuring collection of report after each activity and updating student life presentation.

**Desired Profile & Skill Set**

* Graduate/Post-graduate
* Strong Relationship Development skills
* Strong Communication skills
* Working Knowledge of MS Office (Excel Word, PPT)