



PILANI INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT SOCIETY (PIEDS)



JOB DESCRIPTION

About BITS, Pilani	<p>Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.</p> <p>Pilani Innovation and Entrepreneurship Development Society (PIEDS) was established on 16th September 2013, under "The Rajasthan Societies Registration Act, 1958" with an objective to promote entrepreneurship through incubation, business support, seed fund support, mentoring to technology based startups addressing business and societal problems.</p>
Industry	Higher Education
Post/Job Title	Office Assistant – PIEDS
Reporting to	Manager – PIEDS
No of Positions	One
Job Location	Pilani
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• To support in the documentation process of the organization by timely drafting and finalizing the requirements such as letters, approvals, requests, reports, presentations, financial records• Composing draft proposals with the available information at PIEDS• Maintaining receipts and payments, generating financial statements as per requirement, follow up with vendors/parties for payments• Classifying and maintaining a repository of organizational documents in hard and soft form• Coordinating with Dean Admins' office, Joint Secretary PIEDS office, Finance Department for processing of documents at various levels.• Other required support duties like file movement, organizing meetings etc.
Qualification and Personal Profile	<ul style="list-style-type: none">• Graduate with minimum one-year relevant experience• The candidate should be proficient in English communication (reading, writing, speaking)• Should be proficient in MS-Office and Internet applications (Gmail, G-drive)• Knowledge and usage of Tally ERP 9.0 (preferred)• Sorting and updating of database.
Remuneration	Suitable remuneration will be paid depending upon experience and qualification of the candidate. An appropriate housing facility will be provided within the campus.