

| Section                 | Description  |
|-------------------------|--|
| School/Department Name  | Trade Tower  |
| Contact Name            | Dr. Daya Shankar   |
| Email Address           | tt@woxsen.edu.in   |
| Phone Number            | 7002487107   |
| Job Profile Information |  |
| Job Title               | <b>Administration Intern</b>   |
| Department              | Trade Tower  |
| Reporting To (Title)    | Dr. Daya Shankar   |
| Number of Positions     | 1  |
| Job Summary             | Briefly describe the overall purpose and responsibilities of the position (2-3 sentences).   |
| Key Responsibilities    | <ul style="list-style-type: none"> <li>Assist with general office management tasks, including filing, data entry, and document preparation.</li> <li>Coordinate scheduling and appointments for meetings, events, and workshops.</li> <li>Support the incubation center staff with administrative tasks and special projects.</li> <li>Maintain accurate records and databases, ensuring data integrity and confidentiality.</li> <li>Handle incoming and outgoing communications, including emails, phone calls, and mail.</li> <li>Provide logistical support for events and activities hosted by the incubation centre.</li> <li>Help maintain a clean and organized office environment.</li> <li>Perform other administrative duties as assigned by the supervisor.</li> </ul> |
| Qualifications          | Outline the required skills and experience for the position.   |
| Education               | Bachelor's or Master's degree in Business, Management, Entrepreneurship, or a related field.   |
| Experience              |  |
| Skills                  | <ul style="list-style-type: none"> <li>Strong organizational and time management skills.</li> <li>Excellent communication and interpersonal abilities.</li> <li>Proficiency using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).</li> <li>Attention to detail and accuracy.</li> <li>Ability to multitask and prioritize tasks effectively.</li> <li>Problem-solving skills and a proactive approach to tasks.</li> </ul>  |
| Certifications          |  |
| Additional Information  |  |
| Preferred Start Date    | July 2024  |
| Additional Details      | The Administration Intern is responsible for supporting the daily administrative operations of the incubation center. This role involves assisting with office management tasks, coordinating with various departments, and ensuring smooth administrative processes. The Administration Intern will play a crucial role in maintaining organizational efficiency and supporting the overall function of the incubation center.  |