



भारतीय प्रबंध संस्थान बेंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

Ref: IIMB/HR/RECT/2024/12

Date: 15 February 2024

<b>About IIMB</b>	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Programme Administrator</b>
<b>Job Purpose</b>	Programme Administrators are supposed to work in coordination with your Reporting Officer and faculty program directors to execute daily responsibilities.
<b>Job Type</b>	Contractual – Non-Teaching
<b>Will closely works with</b>	Internal: Faculty, Staff External: Corporates, Industries
<b>No. of positions &amp; Job Location</b>	Multiple Positions in IIMB, Bannerghatta Road
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Work in coordination with your Reporting Officer and faculty program directors to execute daily responsibilities.</li><li>• Support internal team and partners to successfully complete all program, milestones.</li><li>• Communicate with all relevant stakeholders to build a sustainable relationship.</li><li>• Manage program content on Moodle – the Learning Management System</li><li>• Maintain and track program data.</li><li>• Share reports and analysis of data collected as part of the program.</li><li>• Any other work assigned.</li></ul>
<b>Key Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Strong English communication skills - oral and written.</li><li>• Proficiency in MS Office – word, power point &amp; excel , e-mail, electronic scheduling, handling databases.</li><li>• Positive attitude, detail-oriented and maturity to interact with faculty, program participants, and clients.</li></ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"><li>• Candidate should be a Graduate with a minimum of 50% from a reputed Institution.</li><li>• Candidate should have a minimum of one year experience.</li></ul>
<b>Compensation</b>	The indicative annual CTC will be in the range of Rs. 4.5 Lakhs to 4.9 Lakhs. The compensation will be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules.

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 2<sup>nd</sup> March 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.