Current Job Openings

Executive Engineer - Electrical Exp - 10-20 Years

- Handling of all electrical loads as per requirement.
- Erection HT & LT transmission line with testing & Installation
- Co-ordination with Electrical Contractor for Electrification, Execution, Erection & Commissioning.
- To provide the entire electrical solutions, Government N.O.C. as per Project requirement.
- To check the entire work as according to approved drawings.
- To co-ordinate with UPPCL for all electrical approvals & N.O.C.

Content Writer – Exp – 2-5 years

- Develop creative ideas and concepts.
- Liaise with clients and interpret their core message.
- Representation of ideas to the Team
- Discuss the client's target market & audience.
- Brainstorm copy ideas with other members of the team
- Write articles, blogs, press releases, classifieds, web pages, guest posts and all other suites of contents.
- Deliver projects with alignment to the deadlines.
- Strong researching skills.
- Candidate with attention to detail
- Excellent time-management and prioritization skills.
- Efficient candidate who can align the individual goals with Organizational goals.
- Candidates eagerly keeping track of Web trends.
- Search engine friendly copywriting, proof reading, and editing.
- Should be competent of maintaining SEO friendly website content.
- Must be Proficient in document editing applications such as MS-Office Suite

HR Professionals - Exp – 2-5 years

- **Roles and Responsibility:**
  1) Support Head HR in all recruitment and Operation related activities
  2) Hire the suitable talent with-in the given TAT.
  3) Involved in complete recruitment cycle till induction (Hiring, joining formalities, database management, employee file management etc)
- 4) Excellent communication skills
- 5) Good knowledge in HR Concept (Sourcing candidates, interviewing, Interview coordination, releasing the offer letter, Joining follow-up, complete joining formalities, file management, Database management etc...)
- 6) Should be a full time MBA with 55% marks.
- 7) Should be well versed with letter drafting and PPT.

Sr. Executive Assistant/Executive Assistant - Exp – 2-5 years

- Take ownership of implementation of specific operational initiatives as identified by the management.
- Analyze Data, obtain necessary clarifications in a proactive manner and highlight key conclusions.
- Execute decisions made by the management by coordinating with the concerned individuals and departments and by taking the initiative to smooth out implementation issues that may arise.
- Establish effective working relationships with the leadership team and individuals or teams to complete work assignments and ensure that critical deadlines are met and projects are completed.
- Collect/ Collate analytical data from within the business and creating several reports which would be presented to senior Management team.
- Prepare presentations, timely performance reporting, pertaining to the various project requirements as identified by the management.
- Managing calendar, appointments and interview scheduling
- Managing travel, accommodation and expense reimbursement
- Preparing letters

Administrative Officer/ Sr. Executive Assistant – Estate Department Exp 3-7 Years

A qualified and experienced **Administrative Officer/ Sr. Executive Assistant** leading a team of more than 20 facility management resources facility systems and equipment and liaison with various contractors and service providers.

- This position offers excellent opportunities for growth within the organization, administrative areas ranging from: Facility management and administration, and the related statutory and legal compliance Management and administration of benefits and facilities provided to employees, like travel assistance and hotels, accommodation.

- Vendor management, contract administration, inventory management, Fixed Asset Register management, security and safety of assets as well as personnel. Management of overall payables, processing of bills, reconciliation and release of payments as per Standard Operating Procedures of the Organization.

- Ensure healthy and hygienic operation of canteen /cafeteria through the contractor.

- Contracts management, documentary and financial Job responsibilities. Discharging responsibilities on whole gamut of review of vendor invoices for completeness and appropriateness, necessary follow up with various departments regarding submission of bills and vouchers.
- Initiate vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships : Drive contract negotiations and finalization with selected vendors / contractors, analyzing the need, developing and executing the support systems and putting in place required systems for services like security, safety, housekeeping, preventive maintenance, pantry, operations, reprographics, office stationery and parking management, Landscape Management, AMC, Management of capital equipment.

- Responsible for complete arrangements for events, conferences, seminars and meetings and other functions of the organisation in the office building
- Liasoning with government authorities for smooth and seamless compliance with required statutory and legal requirements.Operational support to Regional Offices as per Organization Policies
- Publish a monthly dashboard/ MIS, facility management costs, and contracts and invoices.

Admissions Counselor Exp – 0-5 Years

- Counseling prospective students and guiding them about the different courses offered.
- Answer phones and respond to students requests.
- Tell Students University, Course, Fee details and how to apply online.
- Solve the query of students.
- Complete call logs and reports.
- Recognize, document and alert the supervisor of trends in student calls.
- Recommend University Courses improvements.
- Other duties as assigned.
- Inbound & Outbound call.
- Handling the student inquiries and Counseling through Data Calling and prospective students walk in.
- Maintain follow-ups with prospective students & parents.
- Receiving & processing of application forms & preparing data base.

Job Description: Hostel Manager (Male) Exp – 0-5 Years

- Responsible for administration of the hostels including maintenance of infrastructure of the hostels, management of inventory and assets of the hostels, security, development and maintenance of sports and health facilities in the hostels.
- Independent managing the Vendors of the hostels and member of the budgetary Committee
- To ensure the smooth functioning of boy's Hostel.
- Supervision over the work of House Keeping Staff.
- Ensuring the student's grievances are handles well on time.
- Paying attention to student's health, hygiene and general life in the hostel.
- Counseling students as and when required, Motivate students for Sports or other co-curricular activities and at times be a part of them.
- Meeting with Parents and satisfying their queries.
- Interdepartmental Coordination especially with Health Centre and Food.
- Formulating and implementing university admin policies in the hostel
- Successfully handling the functions related to general administration and any other responsibility assigned by the management.

Front Desk Executive Exp – 0-5 Years

- Handling Front office maintaining customer database.
- Transfer calls to the right counsellor department.
- Maintain housekeeping work, stationary and administration.
- Maintain Data base and students queries.
- Maintain daily walk-ins data base.

Tele caller Exp – 0-5 Years

- Calling new & Existing clients (Lead Generation)
- Explaining about University courses.
- Maintain good client relation
- Cold Calling and convince students for different courses.