

## ADVERTISEMENT FOR THE POSITION OF ADMINISTRATIVE EXECUTIVE

Technology Innovation in Exploration & Mining Foundation (TEXMiN) has been set up by the Govt. of India, Technology Innovation Hub (TIH) in “Technologies for Mining” under the National Mission for Interdisciplinary Cyber-Physical Systems (NMICPS) at the Indian Institute of Technology (Indian School of Mines) Dhanbad. TEXMiN is a non-profit section-8 company, managed by its Board of Directors and guided by its Hub Governing Body (HGB) represented by the Host Institute (HI), Academic & Industry Partners, and Department of Science and Technology (DST), Govt. of India.

TEXMiN is looking for a dynamic Administrative Executive to manage the company’s administrative work and implement the company’s objectives in a time-bound manner. The details of the post are as under:

<b>Position</b>	<b>ADMINISTRATIVE EXECUTIVE</b>
<b>Number of Position (s)</b>	01 (One)
<b>Company</b>	TEXMiN Foundation
<b>Tenure</b>	Initially for a period of 2-years (Renewable/extendable based on annual performance)
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Coordinate executive communications, including taking calls, responding to emails.</li> <li>▪ Prepare internal and external corporate documents for team members and industry partners.</li> <li>▪ Schedule meetings and manage travel itineraries.</li> <li>▪ Coordinate with the managers in organizing corporate events to take place outside of the work place, such as fund-raising events and staff appreciation events.</li> <li>▪ Coordinate with the business heads in organizing business events like webinar, expo, conference etc.</li> <li>▪ Maintain an organized filing system of paper and electronic documents.</li> <li>▪ Uphold a strict level of confidentiality.</li> <li>▪ Develop and sustain a level of professionalism among staffs.</li> </ul>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Post Graduate in Commerce/Economics/Business Administration/Mass Communication from recognized Institute, and</li> <li>▪ Diploma/PG Diploma in IT/Computer Applications</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>▪ <b>Proven 5+ years of experience</b> as an Office/Admin Executive or other similar positions.</li> <li>▪ Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.</li> <li>▪ Proficiency in collaboration and delegation of duties.</li> <li>▪ Strong organizational, project management and problem-solving skills. with impeccable multi-tasking abilities.</li> <li>▪ Experience in handling procurement system.</li> <li>▪ Exceptional interpersonal skills.</li> </ul>
<b>Age limit</b>	Not more than 40 years
<b>Salary</b>	₹ 30,000/- to ₹ 35,000/- per month (consolidated) with an annual increment of 3-10% based on performance.
<b>Apply to</b>	TEXMiN Foundation through email: <a href="mailto:texmin@iitism.ac.in">texmin@iitism.ac.in</a>
<b>Last Date &amp; Time</b>	<b>29<sup>th</sup> May 2022, 5:00 PM</b>

- Prospective candidates are required to send a copy of their updated cv along with enclosing copies of the relevant supporting documents regarding age, essential qualification, experience etc. through email [texmin@iitism.ac.in](mailto:texmin@iitism.ac.in) within the due date.
- The shortlisted candidates will be informed through emails for attending the interview. The selected candidate will be required to bring the original certificates and supporting documents for verification at the time of joining.
- The post is purely temporary and co-terminus with the completion of the tenure of the candidate, however continuation of the person in TEXMiN Foundation is subjected to his/her satisfactory performance.
- For further details candidates may contact through email: [texmin@iitism.ac.in](mailto:texmin@iitism.ac.in).