

IIT ROPAR – TECHNOLOGY AND INNOVATION FOUNDATION

Call for the recruitment of an *Assistant Manager (Accounts)* and an *Office Assistant*

September 2020

Applications invited for

1. *Assistant Manager (Accounts)*
2. *Office Assistant*

at IIT Ropar – Technology and Innovation Foundation

Last Date for Application: October 10, 2020 / send your CV to md.tif@iitrpr.ac.in

IIT Ropar – Technology and Innovation Foundation (TIF) is a Section – 8 company founded to support the initiatives of recently established Technology Innovation Hub – AWaDH (Agriculture and Water Technology Development Hub) at the Indian Institute of Technology Ropar in the framework of National Mission on Interdisciplinary Cyber Physical Systems (NM – ICPS) by the Department of Science and Technology, Government of India. The TIF support the R&D in the domain of Agriculture and Water, and provides incubation support to technology-based start-ups towards sustainable agriculture and environment.

IIT Ropar – TIF is looking for enthusiastic and resourceful individual(s) to be a part of our journey towards the sustainable future.

1. Job description Assistant Manager (Accounts)

Assistant Manager (Accounts) | Location: IIT Ropar - TIF

Full time (on contract) position in IIT Ropar – Technology and Innovation Foundation (TIF), a section – 8 company

The person in this role will take care of the paperwork related to financial transactions of the company which includes recording transactions, processing payments, preparing purchase orders, preparing financial statements and reports, and reconciling bank statements.

Roles & Responsibilities

1. Recording, maintaining and managing day-to-day financial transactions of the company,
2. Coordinating and preparing and maintaining purchase orders, invoices, and payment orders,
3. Preparing financial statements, reports, utilization certificates,
4. Conducting reconciliation of banking transactions,
5. Coordinating internal and external audits,
6. Analysing financial information in order to identify discrepancies, if any, and
7. Performing such other duties as required as per the needs of the company.

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Qualifications

1. Bachelor's degree in commerce or equivalent. Master Degree is preferred.
2. Minimum 1 year of relevant hands-on accounting experience. More experience is desirable.

Essential Skills

1. Knowledge of computer applications such as word, excel, PowerPoint.
2. Working knowledge of Accounting Software(s).
3. Should be able to work in a team, and should be able to converse with young inventors in the company at IIT Ropar.

Remuneration: Remuneration will be decided on the basis of experience and suitability of the candidate for the position. Suitable on campus accommodation may be provided, based on the availability.

Apply here: www.iitrpr.ac.in / send your CV to md.tif@iitrpr.ac.in

Last Date for receiving applications: October 10, 2020

2. Office Assistant

Office Assistant / Location – IIT Ropar TIF

Full time (on contract) position in IIT Ropar - Technology and Innovation Foundation (TIF), a section – 8 company

Roles & Responsibilities

1. Managing the office and assist the company for the routine movement of files,
2. Sorting and sending posts
3. Keeping an inventory of office supplies and ordering new materials as needed
4. Welcoming visitors to your office
5. Answering phone calls
6. Taking and delivering messages
7. Ensuring the office runs smoothly
8. Scheduling meetings and sending meeting invites to attendees
9. Any other similar work assigned based on the requirement of the company.

Qualifications and skills

1. 10+2 with working knowledge of English language,
2. Knowledge of word processing software is desirable.

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Terms and Instructions

1. Only shortlisted candidates will be contacted/informed through email.
2. TIF reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written test/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence in support of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify all the documents submitted by a candidate before appointment, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
5. If it is found at a later date that any information given in the application is incorrect/false the candidature/appointment is liable to be cancelled/terminated.

Submit your detailed CV to IIT Ropar – Technology and Innovation Foundation at md.tif@iitrpr.ac.in