

# BITS BioCyTiH Foundation

## Position: Executive Assistant

**Number of Positions: 3** (One each at Pilani Campus, Goa Campus and Hyderabad Campus)

**Primary Locations:** One in Pilani, Rajasthan; One in Goa and One in Hyderabad, Telangana

**Start Date:** Immediate

**Contract:** 2 years

**Salary:** INR 4-6 lakhs per annum without any allowances

**Reporting to:** Project Directors at respective campuses & CEO at the Foundation

### About BITS BioCyTiH Foundation

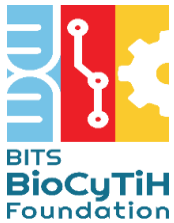
The BITS BioCyTiH Foundation (henceforth “The Foundation”) is a Section 8 non-profit company hosted by BITS Pilani under the National Mission of Interdisciplinary Cyber-Physical Systems (NM-ICPS) of Government of India (GOI). The mandate of the company is to fashion a platform that would foster translational research, innovation, skill development and training in areas of bio-cyber-physical systems (Bio-CPS) related to healthcare, agriculture, water and environment. The aim is to build state of the art national facilities across three campuses of BITS Pilani (viz. Pilani, Goa and Hyderabad), extend support to researchers, innovators and startups building products and solutions. Additionally, the Foundation will establish national and international partnerships and create a network of aligned organisations.

Details about the Foundation can be found in the link below: <https://www.biocytiH.co.in/>

### The context and the role:

The Foundation was established in 2021 and the role provides an opportunity to build an organization from its nascent stages and strengthen it for future growth. The executive team is being built and the Foundation is hosted by BITS Pilani (across its three campuses) and is connected to top researchers in the BITS network. The position reports to the Project Directors at respective campuses and CEO of the Foundation and would work closely with the Finance, Purchase and Executive Officer and Chief Manager of the Foundation.

We are looking for a dynamic person, as an Executive Assistant, who can manage several work streams simultaneously, work under tight schedules and is a self-starter by nature. The founding team of the Foundation will function with an entrepreneurial mindset and hence nimbleness, adaptability, ability to function under tight deadlines are key attributes. This role will require interactions with a wide gamut of stakeholders- researchers, students, startups, industry, government and not-profit organisations and we expect empathy, professionalism and sound judgement in successful candidates. We value talent, diversity, passion, perseverance, and are looking for a “can-do” attitude, ability to work independently as well as a part of a team.



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## **Responsibilities:**

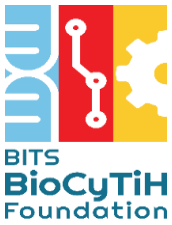
Reporting to the Project Directors and working in close co-ordination alongside Chief Manager, Finance officer, Purchase Officer, Executive Officer of the BioCyTiH Foundation, the Executive Assistant will have the following

- Assist in overall management of Foundation's office from the respective campuses including correspondence (e-mail and paper trail), office's interactions with all stakeholders in a confidential manner
- Manage the overall office, purchase, logistics, procurements and co-ordinate with the, purchase officer, Project investigators, Executive officer and Finance officer
- Assist the Finance Officer in finance and administrative related activities adhering to guidelines and confidentiality of the company
- Assists the Finance and Purchase Officer in generating financial data packages, financial related information, monthly bills, publish regular financial updates, maintenance and documentation of files and other Secretarial activities
- Assist purchase officer for releasing purchase orders for the procurement of all materials once finalized by purchase committee. Responsible for releasing Purchase Order amendments with approvals
- Responsible for following up with the suppliers for dispatching the material(s) as per the schedules agreed.
- Responsible for compliance to the contract terms & conditions.
- Contribute to a monthly MIS for the Foundation and its related activities
- Assists the Finance and Purchase Officer in keeping bills of payment and other financial and legal documents
- Drafts and communicates letters, electronic communication, personal correspondence and other tasks to aid Foundation's effectiveness and productivity
- Assists Finance and Purchase Officer as well as senior staff of the Foundation in organizing meetings and convenings including logistics with a hands-on approach
- Assists the Executive Officer in co-ordination of travel, out-reach plans, communication, workshops, seminars, webinars and other logistics in a time bound fashion
- Takes meeting notes, edits and prepares first drafts of documents as well as takes stock of office supplies and essentials
- Prepares first drafts of correspondence for the CEO, Finance Officer and other Senior staff in a professional English
- Maintains confidentiality of Foundation correspondence with all stakeholders

## **Qualification and Experience:**

### **Essential:**

- Bachelor's degree in any area with at least 3 years of experience in office management
- Good communication and documentation skills including good drafting, editing and writing skills as well as oral communication skills
- Strong project management and organizational skills



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- Ability to work independently and in a team
- Excellent skills in Microsoft Office Suite (MS Word, Excel, PowerPoint)
- Familiarity and usage of social media platforms as well Google Suites

## Ideal Work Experience:

- We are looking for candidates with work experience in managing and leading top level executives offices in private and public sector with strong project management skills

## Desirable:

- Industry exposure in administrative management of senior leadership office
- Continuous learner and a self-starter

## How to Apply

Please email your latest CV with a cover letter (**not exceeding 2 pages as a PDF**) outlining your interest for the position and how you fit the role latest by **17:00 hrs Indian Standard Time (IST) 10<sup>th</sup> February 2023. Applications without a cover letter would be rejected.** Shortlisted candidates will then go through an interview process.

Email: [ceo@biocytiH.co.in](mailto:ceo@biocytiH.co.in) with a -cc to [project.director@biocytiH.co.in](mailto:project.director@biocytiH.co.in) & [chiefmanager@biocytiH.co.in](mailto:chiefmanager@biocytiH.co.in)

## Instructions

- Please **title your email with the position** you are applying for
- Save your **CV as a PDF** (with page numbering) and title your CV as following: First Name\_Last Name\_CV. Similarly, please page number your Cover Letter and name it as following First Name\_Last Name\_Cover Letter