

The LNM Institute of Information Technology, Jaipur

Job Description: Junior Assistant – Admission Cell

JOB TITLE	Junior Assistant	Division	Admission Cell
REPORTS TO	Dean/Assistant Dean Admission	SUBORDINATES	Junior Admission Officer
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular / Contract	LEVEL	3

RESPONSIBILITIES

Responsibilities

- Support in the management of the entire admission process.
- Liaising with all department of the institute for admission related activities.
- Handle admission-related queries (both oral and written) from applicants and other stake holders.
- Maintaining all the records related to admission office.
- Data Management and documentation with MS office
- Perform other duties as assigned by the Dean of Admissions as needed.

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:

Qualifications and experience:

Bachelor's Degree from a recognized University/ Institute with a minimum typing speed of 35 w.p.m. and proficiency in Computer Word Processing, spread sheet and Power Point etc.

Skills Required:

1. Proficiency in usage of MS Office and/or other relevant software.
2. Proficiency in written and verbal communication in both English and Hindi.

Desirable:

1. Proficiency in other computer skills, stenography skills.
2. 2 years of relevant experience.
3. Should be flexible with working hours during crucial phase of admission.
4. Knowledge of ERP.

Age: Preferably below 32 years

Handwritten signature and date:
18/3/2024