

WALK –IN- INTERVIEW ON 6/8/2023

Administrative Officer

Roles and Responsibilities:

- Receive and process communication including email, phone, and surface mail.
- Assist human resources department with payroll and personnel databases
- Assist accounting department to help make payments, process incoming invoices, and verify receipts.
- Ensure functioning of office equipment, and requisitioning new equipment and supplies.
- Generate performance reports for continuous review.
- Assisting in planning and organizing events, including ordering materials.
- Attend meetings and record notes and messages for staff members
- Maintain minutes of the meetings.

Requirements and skills:

- A Graduate with 10 years of experience with the knowledge of Accounting and Computers.
- Well-versed with office procedures, safety and security of the inmates of the hostel
- Proven experience being able to handle multiple tasks at the same time.
- Good communication skills

Librarian

Roles and Responsibilities:

- Collecting and cataloguing library resources including books, and publications.
- Maintaining library records and ensuring they are up to date.
- Performing regular audits of the information and inventory.
- Educating patrons on how to properly search for information using the library databases.
- Managing budgeting, planning, and updating learning resources.
- Overseeing the check-out process for books and other resource materials.

Requirements and skills:

- A Master's degree in Library and Information Science (MLISC)
- 5 years of experience as a librarian
- Should be comfortable using computers and electronic databases
- Familiarity with information management systems

Warden

Roles and Responsibilities:

- Should take care of the discipline of the hostel inmates and maintain healthy and hygienic environment and Shall maintain overall ambience of the hostel premises.
- Required to reside in hostel on full time basis.

Requirements and skills:

- Should be able to communicate (oral and written) in Hindi, English and Telugu.
- Should be above 30 years of age and should be a graduate.
- Should be able to coordinate well with Academic and Administrative staff.

Clerk

Roles and Responsibilities:

- Maintain files and records and produce them on demand for decision making.
- Maintain record of communications of all kinds.
- Be in charge of office equipment such as photocopier, printers and computers etc.
- Undertake bookkeeping tasks and issue invoices, checks etc.
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report them for replenishment

Requirements and skills:

- Should be a Graduate
- Experience as office clerk

- Knowledge of and comfort with Tally and accounting procedure.
- Knowledge of office devices and processes
- knowledge of MS Office and MS Excel.

Kitchen Manager

Roles and Responsibilities:

- Manage kitchen staff
- Supervising food preparation and serving
- Scheduling kitchen staff shifts
- Purchasing kitchen equipment and food supplies and kitchen inventory
- Maintaining hygiene and health standards
- Strictly following cleanliness and sanitation in and around the kitchen and the dining hall

Requirements and skills:

- Well-versed in Kitchen Management (Procurement of materials, Cooking and Service)
- Fair Knowledge of Hygiene Management in the Kitchen and Dining.

Salary: Emoluments would be commensurate with the qualifications and experience. In exceptional cases, Salary is no bar.

Interview Date and Timings: 6/8/2023, 9:00 am to 4:00 pm

Venue: Ashoka School of Business, NH65, near Ramoji Film City, Toopranpet, Hyderabad, Telangana 508252

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