

TIET - Internal Job Posting

Job Description

Job Title : Assistant Manager – Registrar Office

Position Reports : Registrar

Job Location : Patiala

Main Purpose

The Assistant Manager to the Registrar will provide comprehensive administrative and secretarial support, ensuring the smooth functioning of the Registrar's office. This role requires excellent organizational skills, discretion, and the ability to manage a wide range of administrative tasks efficiently.

Qualification	• Master's degree required in any field.
Experience	• 6-12 years of Experience

Specific Accountability & Job Responsibility

- Manage the Registrar's calendar, including scheduling appointments, meetings, and conferences.
- Screen calls, emails, and correspondence, prioritizing urgent matters and responding on behalf of the Registrar when required.
- Prepare and manage documents, reports, presentations, and meeting agendas.
- Organize and coordinate meetings, including booking venues, preparing meeting materials, and taking minutes.
- Ensure follow-up on action points from meetings and maintain accurate records.
- Maintain an organized filing system (both electronic and physical) for confidential and sensitive documents.
- Oversee the smooth day-to-day operations of the Registrar's office, including liaising with other departments.
- Act as a point of contact between the Registrar and internal/external stakeholders, ensuring professional communication.
- Draft letters, memos, and other correspondence as required by the Registrar.
- Plan and arrange domestic and international travel itineraries, including booking flights, accommodations, and transportation.
- Process travel expense claims and maintain records of official trips.
- Handle sensitive information with discretion and maintain the highest level of confidentiality.
- Represent the Registrar's office in a professional and courteous manner at all times.

Compensation:

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by

28th Dec 2024