Administrative Assistant

📌 Overview

We are looking for a motivated **Administrative Assistant** (maximum age 30) to support the daily operations of our research laboratory. The role requires strong organizational skills and the ability to manage multiple tasks efficiently.

🛠 Responsibilities

- Manage lab calendars and schedule meetings
- Update and maintain the lab website
- Track and manage inventory of supplies
- File reimbursements and process expense reports
- Book venues for seminars, workshops, and events
- Assist with day-to-day administrative operations

🎓 Qualifications

- **Bachelor's degree (mandatory), higher education is preferred.**
- Prior experience in administrative support (academic or research setting preferred)
- Proficiency in Microsoft Office and basic website management tools
- Strong English Communication
- Proficient in the use of Generative AI tools
- Excellent organizational skills

💥 Attributes

- Detail-oriented and proactive
- Ability to multitask and adapt to changing priorities
- Team-oriented with a professional demeanor

Salary & Job duration:

- Up to 60,000 p.m., depending on experience and qualifications.
- Duration: December 1, 2025 to July 31, 2026
- Nature: This is a project-based contractual job, co-terminus with the project. It may be extended depending on the project's status. This is a full-time, on-site position. The selected person will be expected to work at the IIITD Campus at Okhla Phase 3, New Delhi.

Application Date: 20th November 2025. Apply Here.