

AZIM PREMJI UNIVERSITY

Secretary to Registrar

Location | Bangalore

Position ID: APU/SR

Role

- The role involves providing administrative support to the Registrar on a day-to-day basis by handling information and task requests and performing Secretarial functions.
- The incumbent would directly report to the Registrar of the Azim Premji University.

Job Responsibilities

- Provide administrative support to the Registrar's office by performing routine clerical, administrative and executive functions.
- Follow through on issues in a timely manner.
- Review and prioritize incoming correspondences, mails and other communication; and determine actions required for follow-ups.
- Maintain all files and information in readily retrievable / usable form.
- Draft, prepare, distribute and follow-up with various correspondence
- Maintain effective communication between the Faculty/Departments and other stakeholders
- Provide day to day secretarial support to the Registrar by organizing and managing administrative and logistical arrangements.
- Manage the Registrar's travel logistics (including travel itineraries, accommodation, visa processing & raising expense reports)
- Independently manage the Registrar's office in times of his absence and keep him updated
- Render necessary secretarial assistance in meetings
- Manage the Registrar's Calendar and Mails (both electronic and hard copy).
- Provide a courteous and efficient interface to callers and visitors to the Registrar's office
- Prepare written /electronic correspondence & logs.
- Setup and coordinate meetings and conferences.

Qualification and Experience

- Bachelor's Degree is must.
- Minimum 7 years experience in a similar role.

Attributes

- Knowledge of spoken and written Kannada is a must.
- Effective oral and written communication skills including active listening and accurate reading comprehension.
- Excellent computer skills and familiarity with Microsoft office
- Excellent interpersonal skills
- Pleasant and calm exterior, punctual and regular work habits
- Able to deal with high pressure and with top management both in private sector as well as Government.
- Ability to work with various functions and foster teamwork.
- Skills in record keeping.
- Ability to maintain the high confidentiality.
- Excellent organizational and time management skills