

**Qualifications & Experience**

- Postgraduate with first class with atleast 8 years of experience in administrative support functions such as relationship management role and/or in the similar nature of job preferably in Corporate sector )
- Bachelors Degree with first class
- Proficient in Microsoft Office (Cloud based Office tools and storage, handling databases, Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms

**Skill set required**

- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Strong IT and Interpersonal skills
- Problem-solving and decision making skills
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with a strong attention to detail

**Job Description**

- Providing administrative assistance, such as writing and editing e-mails, and preparing communications on Dean's behalf
- May assist in writing and editing proposals and other written materials and running online campaigns
- Assist in managing Alumni portal, updating content regularly, handling Database of Alumni
- Content writer for Social Media Campaigns
- Maintaining comprehensive and accurate records
- Performing accounting duties for funds being raised
- Organizing reunions, catering services when necessary, scheduling, sending reminders, answering phone calls in a polite and professional manner
- Coordinate travel arrangements, prepare itineraries, plan logistics, and submit expense reports
- Assist in identifying, cultivating and engaging students, alumni, friends, donors and potential donors
- Coordinate event and program attendee database and create data reports to analyze event success
- Maintain confidentiality of sensitive information