

**DETAILS FOR THE POST OF ALUMNI RELATIONS MANAGER**

Application are invited from Indian national candidates possessing the below mentioned qualifications and experience for the post of **Alumni Relations Manager**. It is important to fill the form carefully and with correct and complete information specifically mention his/her role in conducting any event or managing any alumni event to enable the committee to take timely decisions.

<b>Job Title</b>	:	Alumni Relations Manager
<b>No. of Post</b>	:	01
<b>Salary</b>	:	Between Rs.40000 - Rs. 50000/- per month
<b>Qualification</b>	:	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
<b>Appointment</b>	:	On contract basis for one year initially, extendable upon satisfactory performance,for another term.
<b>Google Form Link</b>	:	<a href="https://forms.gle/57ssvqUBuoar3Ttb7">https://forms.gle/57ssvqUBuoar3Ttb7</a>
<b>Last Date of Apply</b>	:	<b>07.11.2022</b>
<b>Date/Time/Venue of Test/interview</b>	:	<b>November 21, 2022 at 09.00 AM in the Dean Alumni Office , New Academic Block, PEC</b>

**NOTE:-**

1. For detailed Notification, click here to <https://pec.ac.in/jobs>. Please read it carefully before filling the on-line application.
2. The last date to fill up the biodata in the form of google form is **07.11.2022** and receipt of hardcopy of filled GoogleForm, complete bio-data with supporting documents be sent latest by: **14.11.2022** at the address: Dean Alumni, Corporate & International Relation, Punjab Engineering College (Deemed to be University), Chandigarh-160012 with subject prescribed as **“Application for the post of Alumni Relations Manager”** on the envelope.
3. The applicant will be responsible for the authenticity of information and other documents submitted.
4. The institute reserves the right to accept application at any time, and consider candidates of exceptional credentials. Qualification and experience may be relaxed by the Institute at any point of time for otherwise exceptional candidates.
5. Mere, possessing the prescribed qualification does not ensure that the candidates would be selected. The candidates will be selected on the basis of merit and performance in interview.
6. Candidates have to present for the Test/interview on the interview date with all relevant original documents.
7. Applicants in employment (private, government or any other organization) are required to submit a “No Objection Certificate” from the employer at the time of interview.
8. No correspondence whatsoever will be entertained from the applicants regarding for not being called for interview.
9. No TA/DA will be paid for appearing in the interview
10. Candidates should take utmost care to furnish the correct details while filling in the on-line application (through google form). YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION. **Once the form is submitted, it can't be edited.**
11. The engagement can be terminated at any time with one month notice from either side.

For any clarification, please contact

Dean Alumni, Corporate & International Relations, PEC

Tel: 0172-2753244

E-mail: [alumnioffice@pec.edu.in](mailto:alumnioffice@pec.edu.in), [deanalumni@pec.edu.in](mailto:deanalumni@pec.edu.in)

**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



**PUNJAB ENGINEERING COLLEGE**  
*(Deemed to be University)*  
**SECTOR 12, CHANDIGARH**

**WALK-IN-INTERVIEW**

PEC intends to engage 01 Alumni Relations Manager (PG with 1<sup>st</sup> 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) initially for the period of one year at consolidated salary between of Rs. 40,000 - 50,000/- (May vary for exceptionally qualified persons).

Desirous applicants should apply and report with required documents for the walk-in-interview/Test is scheduled **November 21, 2022 at 09.00 AM**. For more information visit our website <https://pec.ac.in/jobs>. For queries contact: 0172-2753244.

**Dean Alumni,  
Corporate & International Relations**