

Admin Associate

Manipal - Government of Karnataka (GOK) Bioincubator invites applications from suitable candidates for the position of Admin-Associate. We are looking for personnel with excellent communication skills, both written and spoken and knowledge to handle the administrative activities of the Bio-incubator, as per the objectives of the organization and under the direction of the CEO.

Job Responsibilities: Admin-Associate should be able to deliver the common tasks associated with the role mainly facilities management, coordination with 3rd party service providers, event coordination, data management, maintaining registers & records, handling official communications and social media, general office tasks, inventory management, designing of promotional materials and handling online marketing.

Qualification: Master's Degree with 2 years of relevant experience **or** Graduation with 5 Years of relevant experience

Remuneration: Commensurate to experience

Eligible candidates may apply with a detailed CV including copies of certificates in support of qualification & past experience to the following address to jobs@manipal.edu before 15th October, 2023.

The subject field in the email must contain
Admin Associate – Bio-incubator



Deputy Director-HR
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