

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Front Office Executive

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The position will be part of the Administration function at IIHS, and will be responsible for handling all front office desk operations. The Front Office Executive will interface with both visitors and staff members at IIHS on a variety of tasks related to front office management, organization and communication. They will ensure that all requirements are delivered with high quality and in a timely manner.

This could either be full time or part time for a contractual engagement with the Operations team at IIHS, based out of Bangalore.

Activities and Tasks

The responsibilities would include, but not be limited to, the following:

- Front office management;
- Receiving and providing general hospitality and support to visitors;
- Answering all incoming calls and redirecting as relevant;
- Organising and scheduling meetings and appointments;
- Maintaining contact lists;
- Preparing and distributing correspondence memos, letters, faxes and forms;
- Event coordination;
- Coordination of all local travel requirements;
- Maintaining operation and administration records.

Structure and Reporting

The Front Office Executive will report to the Senior Associate - Administration. She/he will be expected to work in close cooperation with other members of the Administration team.

Person Specification

Applicants should have a minimum Graduate's degree and should possess 3-4 years of relevant experience in administration.

Other qualifications required for this role, include:

- Proven administration or assistant experience;
- Knowledge of office management systems and procedures;
- Excellent time management skills and the ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication skills;
- Strong organizational and planning skills;
- Proficiency in MS Office.

This offer could be either for a regular position or for a contractual project-based engagement.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the "Apply Now" button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.

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