



**JOB DESCRIPTION**

Associate / Senior Associate -  
Administration

## 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 Associate / Senior Associate - Administration will be part of a small core team that is responsible for liaising with hotels and event management agencies to manage and host events for IIHS.

## Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Assisting with all event-related queries and coordination at IIHS Bengaluru;
- Providing expert support to other IIHS locations, as and when required, on event-related requirements;
- Helping create and maintain vendor partnerships for facilitating event management, accommodation and logistics;
- Helping track event budgets and managing expenses along with the concerned stakeholders;
- Tracking the institutional event calendar and coordinating with concerned SPOCs to understand the requirements and planning in advance for all necessary setup, including printing requirements;
- Being hands-on in terms of event setup requirements and readily devoting necessary time to ensure timely delivery / preparedness;
- Directly communicating with external guests and partners on all requirements, as part of the event activities;
- Coordinating and planning with the travel, Food & Beverage (F&B) and procurement teams on all necessary arrangements in line with the event requisitions received;
- Working closely with the technical support teams in ensuring readiness of the event venue in a timely manner;
- Taking up any additional responsibility that may be set from time to time;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within or outside the country as and when needed.

**Structure and Reporting**

The Associate / Senior Associate - Administration will report to the Manager - Administration at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

**Person Specification**

The ideal candidate should have:

- A Bachelor's or higher degree in any discipline;
- 5-10 years of work experience, including experience in
  - a) Coordinating with internal and external stakeholders for managing events involving 200-500 guests;
  - b) Working closely with the travel desk team in organising event logistics, including international ticketing and travel;
  - c) Working closely with the F&B team in curating menus and experience for the guests during events;
  - d) Managing event budgeting, expense tracking and accounting;
- Hands-on experience in setting up event venues;
- A basic understanding of paper types and quality, to create and manage event collaterals and printing requirements;
- Excellent communication skills in English and Kannada with a working knowledge of Hindi;
- A very good eye for detail along with a proactive approach;
- Willingness to be on the ground as part of event coordination and provide hands-on support / coordination / supervision as needed;
- Ability to analyse complex situations and provide simple, timely and effective solutions.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

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@ihs.co.in](mailto:hr@ihs.co.in) if you need any clarifications while filling the online application form.



**IIHS Bengaluru City Campus**

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.  
T: +91 80 6760 6666 | F: +91 80 2361 6814

**IIHS Chennai**

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai  
600 017. India. T: +91 44 6630 5500/6555

**IIHS Delhi**

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.  
T: +91 11 4360 2798 | F: +91 11 2332 0477

**IIHS Mumbai**

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,  
Mumbai 400 006. India. T: +91 22 6525 3874

[www.iihs.co.in](http://www.iihs.co.in)