



iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

ERP Executive – Campus Development

About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing from knowledge across the globe.

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

About IIHS Campus Development

The IIHS main campus is located on a 54-acre freehold site at Kengeri, Bengaluru. The digitally-augmented buildings and facilities, slated to be built over three phases, are expected to enable interdisciplinary teaching-learning, research and practice, and demonstrate the best examples of Indian design and traditional crafts. The campus will aim to provide students and researchers with the opportunity to immerse themselves in and innovate around India's core urban challenges.

The Campus Development team focuses on design, procurement, execution, and documentation activities at the IIHS Kengeri site.

Job Description

IIHS is looking to hire a graduate in any discipline with around 2 to 3 years of ERP experience. This position will be part of the Campus Development team at IIHS based out of Kengeri, Bengaluru. The role will involve supporting the Procurement and Contracts team in pre and post contract role and documentation of campus development activities, including but not restricted to vendor registration; PR, PO and invoicing; change management; and coordination with the project planning team and project manager for deliverables.

This is a contractual position for an initial term of 11 months, renewable on mutual consent, with the potential to turn into a regular position over time.

Activities and Tasks

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

- Oversight and maintenance of day-to-day operations of the ERP (Vendor registration, PR, PO and invoicing) system;
- Implementing, configuring, and assisting with the integration of new ERP modules and features as per campus needs to improve the system's functionality;
- Monitoring data integrity and ensuring timely backups of the system;
- Implementing system upgrades and patches as required ensuring minimal disruption to operations;
- Providing training to other staff members on ERP functionalities and ensuring that they understand how to utilize the system effectively;
- Offering technical support to end users (faculty, administration staff, etc.) and resolving system-related issues;

- Preparing user manuals and documentation for training purposes;
- Generating regular reports on vendor performance, finance, and other relevant metrics;
- Ensuring compliance with data privacy and protection regulations;
- Customizing the ERP system to meet the specific needs of other teams, ensuring it aligns with relevant workflows and processes;
- Working closely with the ERP IT team to suggest improvements and implementing necessary changes to the system;
- Collaborating with stakeholders, including the administrative and academic programmes, to understand their needs and recommend solutions within the ERP system;
- Acting as the first point of contact for all ERP-related issues;
- Troubleshooting system errors and working to resolve issues in a timely manner;
- Coordinating with ERP software vendors for technical support and issue resolution when necessary;
- Identifying change requirements and implementing change control processes and agreement;
- Organizing workshops and consultations with key stakeholders;
- 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 traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The ERP executive will be an External Consultant coordinating with the Manager - Campus Development or with any other person designated by the Head – Campus Development 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 degree in any relevant discipline with a minimum of 2-3 yrs of experience in handling an ERP system;
- The ability to successfully multi-task, be flexible and detail oriented;
- Good working knowledge of AutoCAD and MS Excel;
- Microsoft Project/ERP exposure, which would be an added advantage;
- Demonstrable knowledge of sustainable building practices and methods, embodied energy analysis and life cycle analysis;
- The willingness to travel from time to time as per project requirements;
- Effective verbal and written communication skills;
- Flexibility and the ability to work well in a fast-paced and dynamic environment;
- Excellent organizational skills and effective team working skills;
- Software skills

- Microsoft dynamics 365 ERP;
- MS office.

This is a contractual position for an initial term of 11 months, renewable on mutual consent, with the potential to turn into a regular position over time. 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 at the IIHS Kengeri campus, 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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