

JOB DESCRIPTION OF PERSONAL SECRETARY TO VC

About OPJU	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
Industry	Higher Education
Post/ Job Title	Personal Secretary to Vice Chancellor
Job Type	Regular
Reporting to	Vice Chancellor
Job Location	Punjipathra, Raigarh (CG)
No. of Position	One (01)
Role	<ul style="list-style-type: none"> • The post holder will be expected to provide a confidential and professional personal assistant support service to the Vice-Chancellor. • The post holder will report to and work directly with the Vice-Chancellor to frame internal and external activities. • This is a senior post offering excellent development opportunities within a diverse and complex environment. • This officer should therefore have previous experience of working in a senior secretariat/ personal assistant role including dealing with a wide range of people.
The role comes with the following Responsibilities	<ul style="list-style-type: none"> • To maintain daily schedules and co-ordination of the Vice-Chancellor's commitments • To arrange and coordinate appointments and meetings for the Vice-Chancellor • Preparation of all correspondence and other documentation as may be requested by the Vice-Chancellor from time to time • Advising the Vice-Chancellor of impending internal and external work • To make all logistical arrangements, including travel, for the Vice-Chancellor his/her deputies • To respond accurately and efficiently to all enquiries from the Vice-Chancellor and his/her deputies, using own initiative and to liaise effectively with internal and external contacts. • Independently research confidential, controversial and restricted data other material as required by the Vice-Chancellor and his deputies for various projects • To assist in the preparation of all international travel itineraries and as such, coordinate all arrangements for the international visits where the Vice-Chancellor has involvement • To appropriately execute any other duties as directed by the Vice-Chancellor, or other senior university officers. • Any other responsibility assigned by the authority time to time
Eligibility Criteria (Education & Experience)	<ul style="list-style-type: none"> • Graduation in any discipline (MBA will be preferred) from reputed Institution/university. • Minimum 5-7 years of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in Drafting skills. • Strong organizational ability in handling wide ranging tasks and detail oriented. • Excellent communication skills – Verbal & Written. • Effective Leadership qualities.
Salary & Benefits	Salary is not a constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAAI etc. as per the norms of the University.