



About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Programme Administrator and Administrative Assistant
Job Purpose	As a Programme Administrator, the incumbent is expected to support Faculty and Programme Directors, in execution of academic and executive programmes, ensuring smooth day-to-day operations. As an Administrative Assistant, the incumbent is expected to support the Faculty/ the Reporting Officer in effective coordination and administration.
Job Type	Contractual - non-teaching
Principal Accountabilities & Responsibilities	<p>➤ As Programme & Academic Support</p> <ul style="list-style-type: none">Coordinate with the Reporting Officer and Faculty Programme Directors for day-to-day programme execution.Assist in programme scheduling, session coordination, and participant communication.Manage and update programme content on Moodle (Learning Management System).Act as a point of contact for programme-related queries and coordination. <p>➤ Data, Reporting & Documentation</p> <ul style="list-style-type: none">Maintain and track programme and activity-related data.Prepare and share periodic reports and data analysis.Ensure accurate documentation, record-keeping, and confidentiality. <p>➤ As Administrative & Secretarial Support</p> <ul style="list-style-type: none">Handle official correspondence independently.Provide day-to-day administrative and secretarial support.Process bills, IOMs, reimbursements, and coordinate with internal systems for logistics and administrative arrangements.Retrieve, archive, and manage documents and records. <p>➤ Events & Coordination</p> <ul style="list-style-type: none">Support organization of conferences, workshops, and programme-related events when required.Coordinate with internal teams, faculty, vendors, and external partners to meet programme milestones.Undertake any other assignments as assigned from time to time.
Key Skill and Ability Requirements	<ul style="list-style-type: none">Strong written and verbal communication skills.Proficiency in MS Office, email communication, scheduling tools, and databases.Familiarity with Learning Management Systems (preferably Moodle).Strong organizational, multitasking, and problem-solving abilities.Ability to maintain absolute confidentiality and work independently.Positive attitude and professional maturity in dealing with faculty and participants.
Qualification & Personal Profile	<ul style="list-style-type: none">The candidate should be a Graduate.Candidates should have a minimum of one year of administrative experience, preferably in the hospitality sector.
Compensation	The annual renumeration will be fixed based on the candidates' profile, experience and qualification.

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 28th February 2026. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields and the following documents are required to be uploaded while submitting the application.

- 10th & 12th Marksheets.
- Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.
- Post - Graduation (if applicable)– All semester wise Marksheets & Final Post – Graduation Certificate.
- All experience letters.
- Recent 3 months' payslips or 3 months' income proof.
- If you have undergone any training, kindly attach the training certificates.
- 3 References from your Peers/Reporting Managers mandatory.

Applications without these documents will be treated as incomplete and will not be considered.