



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref.No.-2022/TIH-IITR/846

Date-28.11.2022

Advertisement for the post of Associate (Operations)

Applications are invited from Indian Nationals only for the position as per the details given below:

- Position: **Associate (Operations)**
- No. of Vacancy: **01**
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHub Roorkee for Devices Materials and Technology Foundation (A Section 8 - Not for profit Company)**

QUALIFICATIONS:

- Candidate need to have Diploma in Civil Engineering with 2 years of work experience.

JOB DESCRIPTION:

- Maintain an organized filing system of paper and electronic documents.
- Work to identify areas for improvement and implement improvements to financial processes, existing purchasing processes and delivery systems.
- Client dealing & interaction.
- Have to travel from place to place as per job requirement.
- Assisting the manager in organizing, planning and implementing strategies.
- Responsible for planning and execution for new collaboration
- Conduct training programs.

REQUIRED SKILLSET & RELEVANT EXPERIENCE:

- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.
- Exceptional organizational and time-management skills.
- Strong understanding of the market conditions and trends.
- Working knowledge of negotiation techniques.
- Based on the office requirement the candidate may need to work on weekends.
- Wiling & comfortable at traveling.
- Preference will be given to the person experienced in customer dealing.

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Excellent interpersonal skills to communicate effectively across the organization.



iHUB DivyaSampark

Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation
A section-8 Company established by Government of India (DST) and IIT Roorkee
under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS).
CIN No.-U73200UR2020NPL011644

- Must be a team-player.
- Reporting skills
- Confidentiality
- Time Management
- Deadline-Oriented
- Ability to work in cross functional team.
- Strong analytical and problem-solving skills.

Salary as per non-government organization market norms.

- Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
- Candidate should **apply by submitting their Cover Letter & Resume along with self-attested copies of degrees, experience certificates via google form.**
- Below is the link to Google Form:
<https://forms.gle/dxU2AsE8K2puk4up7>
- Last Date to Apply **4 December 2022.**
*****Please note that application received after the last date will not be considered.***
- After shortlisting, candidates will be called for the **Interview that can be online, offline or both.**
- Candidates, appearing for **Interview**, should bring the following documents:
 - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
 - Experience including research, industrial field and others.
 - Proof of last salary drawn.
 - Please note that **no TA/DA is admissible** for attending the interview.

Neeraj Anand

Authorized Signature
iHUB DivyaSampark