Job Description

Job Title	:	Associate / Sr. Associate – (Administrative Staff) Centre of Excellence in Data Science		
Position Reports To	:	Head – **Centre of Excellence in Data Science**	Job Location :	Patiala

Main Purpose

The Administrative Staff for the Centre of Excellence (CoE) in Data Science and AI will provide general office support to ensure the smooth day-to-day operations of the Centre. This role focuses on assisting with basic administrative tasks, maintaining office organization, supporting the team with logistical needs, and ensuring that the office environment is clean, functional, and well-equipped. The Administrative Staff will play an essential role in maintaining an efficient and comfortable working environment for the CoE team.

Qualification	• MBA / PGDBM (Computer Science will be preferred) • Familiarity with data science, AI, or technology-related industries
Experience	• 2-6 years of Relevant Experience
Competency	• Previous experience in an Administrative Staff or facilities support role. • Knowledge of office equipment like printers, copiers, and basic technology setups. • Basic understanding of office safety and cleaning protocols. • Familiarity with a variety of office software tools (e.g., Google Workspace, MS Office).

Specific Accountability & Job Responsibility

o Ensure the office space is clean, organized, and well-maintained throughout the day.
o Assist with setting up and maintaining workstations, meeting rooms, and collaborative spaces.
o Manage office supplies, including keeping track of inventory, ordering supplies, and ensuring that the office is well-equipped.
o Help with the setup and breakdown of meeting rooms and event spaces as required.
o Provide basic administrative support, including filing, photocopying, and scanning documents.
o Assist with the delivery and collection of documents within the office.
o Help maintain and organize filing systems, both physical and digital, as directed by senior staff members.
o Support the team with various ad-hoc administrative tasks, such as data entry or document organization.
o Assist with organizing office events, such as team meetings, training sessions, or other internal activities.
o Coordinate with external vendors, building management, and service providers to ensure that the office is running smoothly.
o Help manage office deliveries, ensuring all packages and mail are received and distributed to the appropriate team members.
o Help set up and maintain office equipment such as printers, copiers, and kitchen supplies.
o Set up meeting rooms by arranging seating, preparing necessary materials, and ensuring technical equipment (e.g., projectors, video conferencing tools) is functioning.
o Ensure that meeting rooms are cleaned, organized, and ready for the next session.
o Provide support for team meetings by assisting with logistics such as printing documents, setting up refreshments, and ensuring all materials are available.
o Help ensure that communication materials are delivered to the team as needed.
o Assist with general office communications, including relaying information and messages to the appropriate team members.

Compensation

• Compensation will not be a constraining factor and will be the best in the sector. Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by **15ᵗʰ April 2025.**