

## **Position Open Project Assistant (Lab Manager)**

Creative & Advanced Research Based On Nanomaterials (CARBON) Laboratory invites the applications for the position of **Project Assistant (Lab Manager)**.

### **Essential Qualifications:**

**1. Graduation in any discipline with either MBA or MCA.**

**2. Computer proficiency (MS Office, Power Point, Excel)**

This position is for one year initially however may be extended further for another year subjected to performance, as evaluated by the duly formed committee.

### **Desirable experience:**

**1.** Two years' experience to work in any Government organization/R&D Labs/Industry with job profile matching with the job responsibilities as mentioned below.

### **Job Responsibilities:**

- 1.** Lab purchase: Preparing the purchase indent files, filling the reimbursement form, contacting the lab consumable suppliers, receiving the quotations, coordinating with lab students for monthly consumables requirements, Coordinating with Stores, R&D and Accounts office of the Institute in this regard.
- 2.** Record keeping: Record keeping of all purchases, income & expenditure details of projects, annual maintenance contracts, staff appointment, student's academic records etc.
- 3.** Appointment and Salary: Handling all project staff appointments and their salary; Student's fellowship; managing advertisement for new project positions and coordinating interview process.
- 4.** Email and Social media handling: Updating CARBON Lab social media pages and website on a regular basis; Emailing for various issues with Institute administration, students, suppliers etc..
- 5.** Coordinating with students for general lab management, operations (non-technical) and maintenance.
- 6.** Any other responsibility as and when communicated by the Group leader.

**NOTE:** Excellent soft skills including communication and leadership, ability to work in a team are required for this position.

**Salary:** 20,000-24,000 INR p.m. consolidated as per the experience.

If you meet the above criteria for any of the above post(s), please send your latest CV to [carbonlabiith@gmail.com](mailto:carbonlabiith@gmail.com) latest by **July 28, 2022**. For any further queries, please write at [carbonlabiith@gmail.com](mailto:carbonlabiith@gmail.com). Shortlisted candidates for interview will be informed by email by July 31, 2022.

**Date and time of interview (online): August 4, 2022 @ 10:00am (Only for shortlisted candidates)**

**IMPORTANT:** Selected candidates are expected to join latest by August 16, 2022.