



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

EMPLOYMENT OPPORTUNITIES ADMINISTRATIVE VACANCIES

JOB OVERVIEW Asst. Manager, Administration – Full-time (Men's Campus)

No. of Vacancies 1

Application Deadline 31 Dec 2018

DESCRIPTION

The Assistant Manager, Administration performs a broad range of professional-level duties to help coordinate the administrative and operational activities of the Dept. of Music.

RESPONSIBILITIES

- > Office File keeping and other office duties
- > General bookkeeping and accounting
- > Management of assets
- > Basic management and upkeep of musical instruments
- > Other office duties as required

REQUIREMENTS

- > An undergraduate degree from a recognized university
- > 1-3 years of work experience in Office Administration
- > Competency in the use of Microsoft Office Applications (Word, Excel, etc.)
- > General background in basic accounting is preferred
- > Good English communication skills, both written and verbal
- > Appreciation of a values-based lifestyle based on the teachings of Sri Sathya Sai Baba is essential and conducive to the unique, disciplined environment in the office.

HOW TO APPLY

Step 1:	Download the SSSIHL Employment Application form to your computer. Click here to download the form.
Step 2:	Fill in the SSSIHL Employment Application PDF form in Adobe Acrobat. If you do not have Adobe Acrobat, you can download it here .
Step 3:	Email the completed Application Form along with other attachments, scanned copies of degree certificates and corresponding marks lists to recruitment@sssihl.edu.in before the closing date of application with the subject line: Asst. Manager – Music

Shortlisted applicants will be invited for an interview at SSSIHL at Prasanthi Nilayam. Applicants are required to make their own arrangements for stay, travel and other related expenses.