



Advertisement for hiring new Administrative Assistant for Projects Office, CeNSE

Job Title: Administrative Assistant – Programmes & Operations

Location: Centre for Nano Science and Engineering (CeNSE), IISc, Bengaluru

Expected Salary: ~ Rs.20,000 – Rs.24,000 (as per IISc norms)

Apply Here: [Recruitment - Administrative Assistant for CeNSE Projects Office – Fill out form](#)

Job Summary:

CeNSE, IISc is seeking a Administrative Assistant to support project management, programme administration, financial coordination, stakeholder engagement, documentation, and operational activities across strategic sector projects, national facilities, training programmes, and research initiatives.

Key Responsibilities:

- Coordinate project initiation, execution, monitoring, and closure activities.
- Support preparation of proposals, quotations, invoices, reports, and project documentation.
- Liaise with faculty members, industry partners, strategic sector organizations, and government agencies.
- Track project financials, payments, grants, and compliance requirements.
- Manage project information on portals and maintain records and databases.
- Coordinate meetings, workshops, training programmes, internships, and outreach activities.
- Assist in preparation of presentations, minutes of meetings, and status reports.
- Support audit, ISO, procurement, and administrative processes.

Qualifications & Skills:

- Bachelor's degree in Engineering, Science, Commerce, Management, or a related discipline.
- Strong communication, coordination, and organizational skills.
- Proficiency in MS Office (Excel, Word, PowerPoint).
- Ability to manage multiple tasks and stakeholders effectively.
- Prior experience in project coordination, operations, administration, or research support will be preferred.

Desired Attributes:

- Detail-oriented and proactive.
- Strong interpersonal and problem-solving skills.
- Ability to work independently and in a team environment.
- Comfortable working in a dynamic research and technology ecosystem.

CENTRE FOR NANOSCIENCE AND ENGINEERING
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www.cense.iisc.ac.in