



भारतीय प्रबंध संस्थान बंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2024/36

Date: 17th May 2024

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance
Industry/Service	Higher Education
Post/Job Title	Research Associate (C) - Mizuho India Japan Study Centre [MIJSC]
Job Purpose	Communicating with Internal and External Stakeholders, updating Website and other Communication Vehicles such as Social Media Platforms, helping in Publications and related Documentation.
Job Type & Duration	Will be hired under Project Code for a period of one year.
Reporting to	Chief Operating Officer – MIJSC
Will also closely work with	Internal: Communications Department, Faculty and Students. External: 1. Industry and Academic Experts across India and Japan. 2. Japanese and Indian companies and Academic Institutions in Japan and India.
No. of positions	One
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">Assist with the general day-to-day administrative tasks.Identify and Correspond with Seminar / Webinar speakers, Content Development (Pre/Post).Designing / Hosting the Blog and ensuring active and relevant information.Updating and responding to digital and social media platforms like Facebook, Twitter, Instagram, LinkedIn and/or in liaison with Communications Department.Website Designing and Periodic updating of Centre's activities.Design and content development of Newsletter, Articles for business magazines and preparation of reports to various departments.Ensure coverage of activities @ India / Japan / International media.Collaborate and coordinate with internal (academic and administrative) stakeholders for timely correspondence for activities of the Centre.Handle new initiatives that can help in more prospective engagement and better outreach
Qualification and Personal Profile	<ul style="list-style-type: none">Candidate should be a first-class Graduate and/or Postgraduate from a reputed Institution in any field such Mass Communications, Political Science, Economics, Journalism, Law, Arts etc.Experience in Industry / Educational Institution in the field of Corporate Communications is required
Other Skill and Ability Requirements	<ul style="list-style-type: none">Excellent oral and written communication skills including creative writing, public speaking, and high-quality presentation.Exposure to Japanese Language and Culture is desirable.Event Management Skills.Handling Social Media platforms.Mature attitude with a capability to discuss coordination issues with other stakeholders/team members.Confident and self-motivated.Must have the ability to make high quality presentations to large audiences.Should possess excellent interpersonal skills and have a solution orientated mindset.Ability to prioritize work and timely completion of work
Compensation	As per Institute norms

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 01st June 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.