

Job Analysis

Centre for Clinical Research & Education

Advt No. 001/CCR&E/03.12.2018

Job Description		Job Specification	
Job Title	Project Assistant / Admin Assistant	Qualification	Bachelor degree (B.Com, BBA, BBM)
Job location	Centre for Clinical Research & Education (I-AIM)	Experience	Minimum of 1 yr. Work experience in Ayurveda establishments
Job Summary	<ul style="list-style-type: none"> Assist PI in sourcing potential candidates, coordinate training & successful placement of Panchakarma therapists into various Panchakarma establishments Documentation & Uploading project details in the Project management system as per the protocol of the project 	Skills	<ul style="list-style-type: none"> Good interpersonal and communication skills, multi linguistic, Good at computer skills (MS office), email communications, etc Committed & consistent at working Systematic File keeping
Project Nature (Permanent / Temporary)	Temporary	Job Responsibilities	<ul style="list-style-type: none"> Effective Communication with Good at translation between languages to source potential candidate for "Panchakarma therapist training program". Willing to travel Coordinate & Monitor classes and schedules of the PK training Documentation & Uploading project details in the Project management system as per the protocol of the project Assist regular communication with various Panchakarma establishments to develop network & execute the PK placement cell under supervision of PI

Interested candidates to apply on line in the prescribed CV format mentioned in the website to: hr@tdu.edu.in on or before 10.12.2018 (Monday)