



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Assistant Manager - Billing, Electrical and Allied works

IIMA is looking for a young and dynamic Billing Engineer for Electrical and allied works. The Job Descriptions is as follows.

Job Description:

To perform and coordinate all documentation related to Electrical and allied works in the field and office as required.

DUTIES

The functions listed here are representative but not exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

1. Preparation of monthly electricity bill for residential & commercial users at both the campuses & to ensure recovery of payments after bill generation.
2. Record keeping of all previous & current bills, inventory items, consumed materials, and all other data related to electrical department activities.
3. Preparing MIS report for energy consumption.
4. Maintain record for various electrical statutory requirements.
5. Maintain attendance record for the third-party agency staffs.
6. Maintain record of all tenders, contracts, bills, vendors etc. related to electrical department works.
7. Keep track of statutory compliances by contractors and maintain calendar of activities.
8. Keep track of electrical maintenance being carried out by the agency.
9. Other duties specified by the Head of the Department

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge & Skills:

1. Knowledge of MS Office and Relevant software for billing works of Electrical and allied works.
2. Knowledge of standard mode of measurements, SAP Material management module.
3. Knowledge of other preambles of billings.

Qualification, Experience & Skill Requirements:

- The candidate should possess full time Diploma in Electrical OR full time Degree in Electrical /Electrical & Electronics Engineering approved by UGC/AICTE
- Minimum THREE (3) years of relevant experience (as on 30.07.2021) in Electrical Distribution field out of which at least One (1) year of relevant experience of Billing is desirable.

Reporting to: The selected person will report HOD (Electrical).

Age: Maximum 35 years as on last date of application

Last date to apply: **August 25, 2021**

This position will be on **Third Party Payroll**

To apply, please send your updated resume to career@iima.ac.in by August 25, 2021.