

**1. Title of advt.: Advertisement for the post of 'Back Office Support Staff' for TISS School of Vocational Education.**

2. Advertisement No. : **TISS/SVE/December/2019/2**
3. Date of advt. (The date of posting of advt.) : **December 26, 2019**
4. Interview type (Based on scrutiny/walk in) : **Based on Scrutiny**
5. Last date of submission of applications : **January 10, 2020**

**Job Title– Back office Support Staff**

**Brief on the Institution**

**In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the skill levels of millions of youth, through appropriate vocational training programmes. The target beneficiaries include organized and unorganized workforce across the industries and SVE aims to cover every individual who needs to develop employable skills. A vision of creating an ecosystem that would bring back the dignity of labour to all professions and occupations to create sustainable sources of income for the blue collar workforce and youth in the country. For more details visit our website <https://www.sve.tiss.edu/>

**We are looking for Back Office Support Staff** who will assist the team in day to day operational activities.

**Your Responsibilities:**

- Data entry
- Maintaining various MIS
- Document Management (Scanning, Barcoding, Organizing, Dispatching, Tracking)

**Your Skills** - Excellent MS Word & Excel skills with knowledge of formulae

**Qualification** – Minimum HSC/10+2

**Reporting to** – Assistant Manager/Manager/Sr Manager

**No of positions** – Three

**Location** - This position will be based in Mumbai.

**Arrangement** – Contract for a period of 3 months (extendable based on individual performance and business needs).

**Salary Range** – 1.20 to 1.44 Lakhs per annum

**Email your resume/cv to :** [colet.coelho@sve.tiss.edu](mailto:colet.coelho@sve.tiss.edu)