

## Recruitment for Executive Assistant to Dean at Badruka School of Management

### About Badruka School of Management (BSM):

BSM envisions itself as a premium Business School in Hyderabad, which will offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. The curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. The modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for a role in the evolving landscape of work.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	EA to Dean
Location	Medchal, Hyderabad, Telangana
Reporting to	Dean
Preferred Qualifications & Experience	<ul style="list-style-type: none"> <li>• Bachelor's with 2+ years of relevant experience from a recognised institute</li> <li>• Strong organisational, administrative and time management skills</li> <li>• Initiative and judgment to independently problem-solve and prioritise</li> <li>• Ability to work independently and to take initiative where appropriate</li> <li>• Proficiency in MS Office</li> <li>• Excellent communication skills</li> <li>• Excellent presentation skills</li> <li>• Passion for building world-class institutions of higher education</li> </ul>
Job Responsibilities*	<p><b>General Administrative Oversight:</b></p> <ul style="list-style-type: none"> <li>• Direct and manage communication for the Dean's office with various internal and external entities in a professional manner</li> <li>• Maintain an overarching view of the Dean's calendar and appointments by undertaking the scheduling of meetings, travel plans and strategic prioritisation of requests</li> <li>• Anticipate tasks required ahead of time to enable smoother and more efficient utilisation of the Dean's time through self-initiative and sound judgment</li> </ul>

**Campus Address:** Badruka School of Management, Dabilpur Village, Medchal Mandal,  
Medchal-Malkajgiri District, Telangana - 501 401

**Head Office:** Station Road, Kachiguda, Hyderabad - 500 027

**Email:** [bsm@badruka.com](mailto:bsm@badruka.com)



	<p><b>Research and Writing:</b></p> <ul style="list-style-type: none"><li>• Track and draft correspondence on behalf of the Dean and ensure that the Dean is briefed about internal and external engagements promptly</li><li>• Research as requested by the Dean and senior leadership</li><li>• Write speeches, reports, emails and other documents as per requirements</li><li>• Stay up-to-date with the latest developments in the higher education sector and BSM to bring matters of importance to the Dean’s notice</li></ul> <p><b>Committees and Team Management</b></p> <ul style="list-style-type: none"><li>• Assist the Dean in the development of the agendas, taking meeting notes and following up on issues discussed</li><li>• Manage communications between the Dean’s office and other departments and respond to internal requests for information or appointments</li><li>• Plan and manage internal and external events as they relate to the Dean’s office</li></ul>
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**Remuneration**

Will be competitive with Indian non-profit pay scales and will depend upon the candidate’s experience levels and the overall salary structure of BSM.

**Application Submission Process**

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

*\*Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*