

Recruitment for Associate (Operations & IT) 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	Associate (Operations & IT)
Location	Medchal, Hyderabad, Telangana
Reporting to	Manager (Operations & IT)
Preferred Qualifications & Experience	<ul style="list-style-type: none"> • Bachelor's in Computer Science, IT or any other related field with 2+ years of relevant experience from a recognised institute • Proficiency in MS Office • Excellent communication skills • Excellent presentation skills • Passion for building world-class institutions of higher education
Job Responsibilities*	<p>Assist and support Manager (Operations & IT)</p> <p>IT Infrastructure Management:</p> <ul style="list-style-type: none"> • Provide first-line technical support to faculty, staff, and students for hardware, software, and network-related issues • Troubleshoot and diagnose hardware and software problems, and escalate complex issues to the appropriate team members or vendors • Assist in maintaining and monitoring BSM's IT infrastructure, including servers, networks, printers, and other equipment • Perform regular system updates, patches, and backups to ensure system stability and data integrity

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



	<ul style="list-style-type: none">• Install, configure, and update software applications for faculty, staff, and students• Ensure audio-visual equipment, projectors, and other technology are maintained in classrooms and meeting rooms• Maintain an updated inventory of all IT hardware, software, and peripherals• Track and manage IT assets, including laptops, desktops, and mobile devices <p>Operational Management:</p> <ul style="list-style-type: none">• Ensure smooth operations in the day-to-day functioning of BSM• Ensure BSM's infrastructure upkeep• Ensure smooth and timely procurements of items and onboarding of service providers• Oversee operations of BSM, ensuring compliance with policies and procedures and identifying areas for improvement
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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.*