Job Description

Job Title	: Assistant Manager - Centre of Excellence in Data Science	**Job Location**	: Patiala
Position Reports To	: Head – **Centre of Excellence in Data Science**		

Main Purpose

The Assistant Manager for the Centre of Excellence (CoE) in Data Science will support the smooth & efficient operation of the Centre by handling day-to-day administrative, logistical. This position ensures that the team has the necessary resources and support to execute data science & AI initiatives successfully. The Assistant Manager will collaborate with internal teams to optimize office operations, manage schedules, assist in organising events, and handle communication and coordination related to projects

Qualification	• Bachelor's or master's in Computer Engineering. • Familiarity with data science, AI, or technology-related industries • Certification in Data Sciences
Experience	• 7-12 years of Relevant Experience
Competency	• Strong problem-solving and multitasking abilities. • Excellent time management and ability to prioritize tasks effectively. • Friendly and approachable, with a positive attitude towards team collaboration. • Strong initiative with the ability to handle sensitive & confidential information professionally.

Specific Accountability & Job Responsibility

- Oversee the daily operations of the Centre, ensuring the office environment is organized & fully functional.
- Coordinate office supplies, IT equipment, & resources to ensure team members have the necessary tools to perform their work.
- Manage office maintenance requests and coordinate with vendors and service providers to address any facility-related needs.
- Serve as the point of contact for the CoE team, assisting with communication between team members and other departments.
- Maintain effective communication within the Centre, ensuring that team members are informed about key updates & changes. Also, Organize & manage communication for project status updates & meeting outcomes
- Track and manage the inventory of office supplies, technology, and other materials needed for the smooth operation of the Centre.
- Assist in managing the allocation of resources (e.g., workstations, meeting rooms, and shared spaces) to ensure optimal use of office space.
- Plan, coordinate, and oversee internal and external events such as workshops, training sessions, and seminars related to Data Science and AI.
- Provide administrative support for the execution of data science and AI-related projects, including scheduling meetings, maintaining project documentation, and tracking progress. Also Manage the administrative aspects of project reporting, including updating dashboards, tracking deliverables, and ensuring timely completion of tasks.
- Assist in managing the CoE's office budget, ensuring expenses are within budget & properly documented.
- Assist in the procurement of office equipment, materials, & software tools necessary for the Centre's operations.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector. Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by **15th April 2025.**