

## **Laboratory Staff (Technical Assistant)**

School of Research and Technology, Peoples University, Bhopal

### **Opening:**

## **Job description**

### **Educational Qualifications:**

1. Candidate must have ITI and/ or Diploma in relevant field.
2. Work experience in relevant field is desired; however fresher candidate can also apply.

**Essential:** Candidate must have good command on MS Office. viz MS Word, Excel, Power Point

**Preferable:** Inclined to work with departmental documentation

**Experience:** 0-2 years

### **Key Skills:**

1. Ordering and maintaining stock and equipments in a Lab.
2. Designing and executing Lab testing in line with standard testing procedures.
3. Prepare and upkeep the lab as per requirements.
4. Should have excellent verbal and communication skills.
5. Able and willing to maintain strict level of discipline in labs.
6. Ability to set goals and meet with the deadlines.
7. High level of enthusiasm, self-motivated and the willingness to mentor students
8. Providing technical support.
9. Can work on CNC machine.
10. Knowledge of MS Office and Auto CAD.

### **Roles and Responsibilities:**

1. To maintain stocks and proper functioning of equipments in labs.
2. Maintain positive environment in labs for smooth conduction of experiments.
3. To keep record of students present as well as the experiments performed.
4. To actively participate in various academics and non teaching activities performed by the management.
5. Regular updating of departmental records and results compilation across various streams.

### **Contact**

Interested Professionals can send their updated resume to [director.hr@peoplesuniversity.edu.in](mailto:director.hr@peoplesuniversity.edu.in) and to [garima.hr@peoplesuniversity.edu.in](mailto:garima.hr@peoplesuniversity.edu.in)

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