

Position: Administrative Assistant

Last Date of Application: 10th September 2022

Appointing Organization

Tata Translational Cancer Research Centre
Tata Medical Center, Kolkata

The Tata Medical Center and the Tata Translational Cancer Research Centre

The Tata Medical Center (TMC) is a multispecialty institution for tertiary cancer care based in New Town, Kolkata. At TMC, clinical and research activities are integrated to provide state-of-the-art care for patients with cancer. This integration is enabled by the Tata Translational Cancer Research Centre (TTCRC), the research arm of TMC. TTCRC is within a dedicated academic space and spread over 3 floors. At TTCRC, a multidisciplinary team of clinicians, scientists, academics and industry professionals collaborate to develop a systems medicine approach in cancer research. This approach is focused on developing innovative, indigenous, cost-effective and equitable strategies to improve cancer diagnosis; develop treatments that match disease characteristics and are adapted to treatment response; and, identify prognostic and predictive disease biomarkers. These strategies are multi-dimensional and involve an iterative pathway that include clinical studies, high-throughput laboratory investigations, computational strategies to integrate, analyse and model data, hypothesis-based pre-clinical studies and evidence-based translation of findings to clinical practice. For additional information on work at TTCRC, visit <https://tinyurl.com/TTCRC-systems-medicine> and <https://tinyurl.com/TTCRC-childhood-ALL>.

The Administrative Team

The team aims to support research and development at TTCRC through a research management approach in the key area viz. personnel affairs, lab management, material management, finance operations, academic activity co-ordination and annual report communications, which seeks to integrate the component activities within the context of the institutes' research projects and programs. The vision is to function as a dynamic team and reaffirm on back-end support needed for the productivity and growth of the organization. The team consists of 3 dedicated staff, coordinated by Dr Asama Mukherjee the Laboratory Manager.

The Position

The post holder will work to assist the TTCRC administrative team in execution of responsibilities related to laboratory operations management by liaising appropriately with internal and external stakeholders, and in alignment with departmental requirements. The key responsibilities include:

1. Supporting end-to-end staff recruitment process from advertising till

- placement within the team.
2. Compiling laboratory requirements of the researchers and managing material acquisition process. Communication with vendors for obtaining quotations, tracking delivery status following-up for item delivery. Maintaining records for ordering and expenditure diligently. Supporting inventory management process.
 3. Providing secretarial support to the Research Support Directorate of the Hospital in managing project applications and their review process. Providing support in collating documents required for Annual Report preparation.
 4. Contributing in the process of drafting admin related documents, meeting minutes and reports.
 5. Proactive participation in arrangement of meetings, interviews, workshops ensuring that all appropriate actions are performed in a timely manner.
 6. Maintaining administrative documents.
 7. Training new members in the team.

Other duties include:

1. Providing necessary support in identification for infrastructural maintenance requirements and liaising with appropriate personnel.
2. Providing back-up support as needed.

The post holder will have a designated desk and computer.

Minimum required qualifications/experience/skills

- (a) Master's Degree in any discipline with 2-3 years of administrative experience.
- (b) Proficient in using MS Office and internet
- (c) Oral and written communication skills
- (d) Good presentation skills

Other desirable skills

- (a) Experience in using Adobe Editor, Adobe Photoshop
- (b) Experience in working with a database
- (c) Experience in writing blogs, content development for website

Necessary qualities

- (a) Self-organized
- (b) Possess motivation and enthusiasm to work
- (c) Attention to detail
- (d) Focus and commitment in carrying out tasks and duties within a defined timeline
- (e) Ability to maintain confidentiality of information
- (f) Ability to work effectively as part of a team
- (g) Curious about scientific and innovative research
- (h) Clarity in career and professional development goals

Appointment and reporting

Appointment to the position will initially be for 3 (three) years. The first year is probationary Confirmation in the position and progression to years 2 and 3 is subject

to satisfactory review of performance through periodic appraisals of performance. Appraisals will also determine salary increments and promotions. The consolidated monthly salary is based on experience and qualification. Promotion and review of salary is performance based. The position is funded by a center grant from the Tata Consultancy Services. The successful applicant will respond to the group leads at TTCRC. Line Management will be by the Laboratory Manager and the person will report to the Director and Associate Director.

Enquiries

(a) For further details on TMC and TTCRC, visit www.tmckolkata.com

(b) Submission of applications by post or by e-mail to:

Mr Suvasish Mukherjee; Head, Human Resources; Tata Medical Center; 14 Major Arterial Road (East-West); Newtown, Rajarhat; Kolkata 700 160

e-mail: suvashish.mukherjee@tmckolkata.com

© For informal enquiries, Ms Sukanya Guha (sukanya.guha@ttcrc.tmckolkata.org)/ Dr. Asama Mukherjee (asama.mukherjee@ttcrc.tmckolkata.org).

Person Specification	
Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
Master's degree in any discipline	E
Experience	
2-3 years of administrative experience	E
Preparing documents/reports/presentations	E
Experience in working with spreadsheets with ability to perform basic analysis	E
Proficiency in using internet.	E
Working with a database	D
Experience in using Adobe Editor, Adobe photoshop	D
Website content writing, blog writing, or similar experience.	D
Skills & Abilities	
Excellent verbal and written communication skills and the ability to deal with a wide range of people.	E
Self-organized with the ability to maintain accurate and complete records with attention to detail.	E
Ability to use own initiative and work independently and/ or as part of a team, as required.	E
Proven ability to prioritize, plan and manage a high volume of work to meet deadlines and ensure that the laboratory operations run in an efficient and timely manner.	E
Ability to work under pressure while maintaining a high degree of accuracy.	E
Discipline and regard for confidentiality of information	E
Ability and willingness to adapt to changing work patterns as dictated by changing circumstances and/or team requirements	E
Interest in science and innovative research	E