

Applicants are required to appear for **Virtual Interview** with prior intimation to hr@kiht.in before **23rd February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2nd March 2026**.

FINANCE & ADMIN - MIIH

Terms of Reference:

1. Manage documentation including proposal templates, SOPs, and checklists.
2. Maintain vendor databases and performance records.
3. Handle invoicing, payments, and expense reconciliation.
4. Provide project costing and budget tracking support.
5. Coordinate payroll, leave tracking, and statutory compliance.
6. Manage communication, scheduling, and follow-ups.
7. Maintain project and client data records.
8. Provide general administrative support.

Eligibility:

1. Qualification and experience as per role requirement.
2. Experience: Minimum 03 - 05 years of experience in the relevant field.
3. Technical Skill Set experience in the field of Administration, basic accounting/finance, MS Excel, attention to detail, organizational skills
4. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
5. Willingness to Travel.
6. Age up to 35 years.