



JOB DESCRIPTION OF ASSISTANT MANAGER FOR BLOOMBERG TERMINAL LAB

About BIMTECH	Birla Institute of Management Technology (BIMTECH) was set up in 1988 by the Birla Academy of Art and Culture, with support from the Birla Group of companies. It was founded by the late Basant Kumar Birla and Sarala Birla, who were key leaders of the B K Birla Group. Every year, BIMTECH brings together students from almost all parts of India, along with some from other countries. It is a place where students learn about international business too. The mix of cultures, backgrounds, and experiences makes BIMTECH a lively and enriching place to study management.
Industry	Higher Education
Post/ Job Title	Assistant Manager– Bloomberg & Other Database
Job Type	Regular Full Time
Reporting to	Area Chair – Finance
Job Location	Knowledge Park 2, Greater Noida, UP
No. of Position	01 (One)
Salary	No Bar for Deserving Candidates
Role	The candidate will oversee the daily operations and management of the Bloomberg Terminal Lab and Prowess software, ensuring all systems are functioning properly and that students, faculty, and scholars can effectively utilize the resources. This role is responsible for training, technical support, and assisting in research and data analysis using Bloomberg Terminals and other database. The ideal candidate will have strong financial market knowledge, technical proficiency, and excellent organizational skills.
The role comes with the following Responsibilities	● Offer one-on-one support for users in accessing financial data, and generating reports using Bloomberg Terminal functionalities. ● Develop and maintain user guides, manuals, and resources for effective use of Bloomberg systems. ● Assist faculty and students in retrieving and analyzing financial market data for research, coursework, and projects. ● Support academic initiatives and collaborate with faculty on research that leverages Bloomberg data. ● Work with the institution's IT department to ensure the infrastructure supports smooth Bloomberg operations, ensure all Bloomberg Terminals are operational, and troubleshoot any technical issues. ● Organize and promote seminars, webinars, or guest lectures on financial markets, investment strategies, or Bloomberg toolkits. ● Prepare and present reports on lab usage, including data on user access, software performance, and feedback for improvements. ● Provide training sessions and workshops on how to use Bloomberg Terminals for faculty, students, and researchers.
Essential Eligibility Conditions	● Bachelor's degree in Commerce (B.com/BBA-finance) ● Preferably MBA-Finance from a reputed Institution. ● Excellent analytical, technical, and troubleshooting skills. ● Strong communication skills with the ability to explain complex data in simple terms.

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Desired Skills

- Bloomberg Market Concepts (BMC) Certification or similar financial certifications.
- Prior experience managing a financial lab, technology center, or similar educational facility.
- Proficiency with Bloomberg Terminal and in-depth understanding of financial markets and data.

We're Hiring | Assistant Manager– Bloomberg & Other Database

Location: Greater Noida | Full-Time Position

 *Institution: Birla Institute of Management Technology (BIMTECH)*

BIMTECH is looking for an **incumbent** to manage and optimize the operations of our Bloomberg Terminal Lab and other financial databases like Prowess. If you're passionate about financial markets, data analytics, and academic collaboration, this is a great opportunity to make an impact in a vibrant educational ecosystem.

Key Responsibilities Include:

- ✓ Providing one-on-one support to users for accessing financial data via Bloomberg
- ✓ Assisting faculty & students in retrieving and analysing data for research
- ✓ Conducting training sessions and workshops on Bloomberg usage
- ✓ Maintaining technical infrastructure in collaboration with the IT team
- ✓ Organizing seminars, guest lectures, and academic events on finance-related themes

Desired Skills & Qualifications:

- Strong analytical and communication skills
- Hands-on experience with Bloomberg Terminals
- Certifications like Bloomberg Market Concepts (BMC) are a plus
- Prior experience managing a financial lab is desirable

 Join us and play a vital role in supporting financial education, research, and innovation!

 Interested candidates may apply by sharing their CV [at https://forms.gle/p5DGjDhJJtnGiLARA](https://forms.gle/p5DGjDhJJtnGiLARA) or email to us @ recruitments@bimtech.ac.in

 **Application Deadline: 30th August 2026**

#Hiring #FinanceJobs #BloombergTerminal #FinancialData #AcademicJobs #BIMTECH #EducationCareers
#ResearchSupport