Job Title	**Manager/Assistant Manager (Projects)**		
Job Code	SIIC-Mgr-Projects		
Reports to	Senior Project Manager	**Location**	Noida(Uttar Pradesh)/ Partially Kanpur
Job Type	Full-time, Contractual	**Tenure**	1 Year
Responsibilities	• Coordinating internal resources and third parties or vendors for hassle-free execution of projects. • Making resources available and allocating them efficiently. • Adhering to stipulated deadlines, while maintaining budget and scope. • Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility • Mapping out a detailed project plan to track progress on a regular basis, and plan how to proceed. • Coordinate with other stakeholders within the IITK ecosystem to ensure the effective implementation of the projects. • Lead and support other activities as assigned.		
Travel	As and when required, mandatory travel across states with projects: Odisha, Chhattisgarh, Andhra Pradesh, Kerala and Tamil Nadu.		
Eligibility	• MSW/MBA/Masters in Mass Communication from any reputed National / International University / Institute. • At least 2-3 years of experience within start up ecosystem and mandatory 1 year project management experience in implementing government projects.		
Desirable	• Excellent communication skills (Spoken and written). • Strong organization skills with a problem-solving attitude. • Good Team Player with high energy willing to work in a start-up environment.		
Communication	**Email** your **current resume** with a cover note highlighting their relevant experience and strengths for this position and **your latest passport-size photograph** with the **job code in the subject line** and the **following details** to **hr @ siicfirst . com** **Note: Applications/Resumes sent to any other mail id SHALL NOT be accepted.**		
	• Total experience: • Total relevant experience: • Current Organization: • Current Location:	• Notice period: • Current CTC: • Expected CTC: (Negotiable/ Non-negotiable)	

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