

Startup Incubation & Innovation Centre, IIT Kanpur

Invites applications for “Assistant Manager (MedTech/BioTech)”

Job Title	Assistant Manager		
Job Code	AM-MED-BIO		
Reports to	Domain Head – Biotech / Medtech	Location	Kanpur (Uttar Pradesh)
Job Type	Contractual	Tenure	1 Year
Responsibilities	<ul style="list-style-type: none">• Extensive coordination with respective stakeholders.• Plan call for applications for startup grants.• Conduct technical due diligence for performance of startups.• Conduct financial due diligence of documents for release of grant.• Maintain database of activities, startups and beneficiaries.• Support project execution with administrative and data management tasks.• Lead meeting planning, facilitation, presentation, minutes, and follow-up.• Review and monitor sectorial portfolio issues periodically.• Take the lead in and provide support for other activities as assigned from time to time.		
Travel	Pan-India travel may be required based on needs.		
Eligibility	<ul style="list-style-type: none">• B.Tech. / M.Sc. in Biotechnology or Allied Areas in Life-Sciences/Medical Devices field		
Desirable	<ul style="list-style-type: none">• Prior experience of 2-4 years at an incubator or academic / research institution is preferred.• Ability to independently lead and execute projects• Ability to thrive in a fast-paced, dynamic start-up environment• Excellent organizational, interpersonal, and communication skills.		
Communication	Apply now: https://forms.gle/pfYKsKjimmuLdyrp7 Note: Without job code applications won't be accepted		