

**Careers @ Foundation for Innovation and Research in Science and Technology**

**Startup Incubation and Innovation Center, IIT Kanpur**

<b>Job Title</b>	Assistant Manager – Biotech Projects		
<b>Job Code</b>	SIIC-AMgr-BT		
<b>Reports to</b>	Manager (Biotech)		
<b>Location</b>	Startup Incubation and Innovation Centre, IIT Kanpur		
<b>Job Type</b>	Full-Time, Contractual		
<b>Tenure</b>	1 year		
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide general project management activities across Bio-programs (SPARSH) and related projects</li><li>• Manage the pre-incubation and the incubation process, and the incubatee cohort assigned ensuring strong engagement with all stakeholders</li><li>• Build and execute strategies for strengthening the bio vertical at SIIC</li><li>• Liaison and Relationship management with funding agencies, corporates, and other stakeholders</li><li>• Write proposals or raising various types of funding for SIIC</li><li>• Lead and support outreach and branding activities under different projects and leading affiliate tasks</li><li>• Documentation on projects, MIS on organizational performance, and supporting other similar processes.</li></ul>		
<b>Travel</b>	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams		
<b>Eligibility</b>	<ul style="list-style-type: none"><li>• Graduate, preferably in a relevant field of Science and Technology</li><li>• Minimum two years of experience</li><li>• <b>Excellent communication skills</b> (Spoken and written)</li><li>• Strong research and documentation skills</li><li>• Competence in working with multidimensional &amp; multicultural environment</li><li>• Keen to learn and passionate to serve communities.</li></ul>		
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience in managing startups and growing them</li><li>• Has worked in the healthcare technology innovation space</li></ul>		
<b>Communication</b>	<p>Email your <b>current resume</b> and <b>your latest passport-size photograph</b> with the <b>job code in the subject line</b> and the <b>following details</b> to <b>hr@siicfirst.com</b> <b>Please Note- Applications/Resumes sent to any other mail id SHALL NOT be considered for any scrutiny.</b></p> <table><tr><td><ul style="list-style-type: none"><li>• Total experience</li><li>• Current Organization</li><li>• Notice period</li></ul></td><td><ul style="list-style-type: none"><li>• Total relevant experience</li><li>• Current CTC</li><li>• Current Location</li></ul></td></tr></table>	<ul style="list-style-type: none"><li>• Total experience</li><li>• Current Organization</li><li>• Notice period</li></ul>	<ul style="list-style-type: none"><li>• Total relevant experience</li><li>• Current CTC</li><li>• Current Location</li></ul>
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**Startup Incubation and Innovation Center**

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