

Careers @ FIRST, IIT Kanpur  
<https://siicincubator.com/careers>

<b>Job Title</b>	<b>Assistant Manager- CSR Initiatives</b>		
<b>Job Code</b>	SIIC-AM-CSR		
<b>Reports to</b>	Manager/Sr. Manager	<b>Location</b>	Kanpur (Uttar Pradesh)
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Developing policies relating to a company's ethical, sustainable and environmental responsibilities</li> <li>• Ensuring a company has a positive impact on local communities and the environment</li> <li>• Raising public awareness of a company's social responsibility commitments through marketing</li> <li>• To keep the CSR strategy and programmes under review and adapt as appropriate to stay aligned with business objectives.</li> <li>• Creating partnerships with clients, employees, suppliers, charities, and other groups</li> <li>• Ensuring that a company's policies meet legal and commercial needs.</li> </ul>		
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree or MBA (Mktg with CSR) or equivalent</li> <li>• Proven event management experience in the corporate sector</li> <li>• Self-motivated and proactive in taking the initiative</li> <li>• Minimum 2 years' of experience of corporate environment, professional services and insurance industry would be beneficial.</li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• A passion for corporate social responsibility and sustainability</li> <li>• Strong communication skills</li> <li>• Logical and analytical thinking skills</li> <li>• Sensitivity and understanding</li> <li>• Knowledge of how businesses operate.</li> <li>• Prior experience of raising funds and/or working with NGO will be added advantage.</li> </ul>		
<b>Travel</b>	<ul style="list-style-type: none"> <li>• As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams.</li> </ul>		
<b>Communication</b>	<p><b>Email</b> your <b>current resume</b> with a cover note highlighting their relevant experience and strengths for this position 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></p> <p><b>Note: Applications/Resumes sent to any other mail id SHALL NOT be accepted.</b></p>		
	<ul style="list-style-type: none"> <li>• Total experience:</li> <li>• Total relevant experience:</li> <li>• Current Organization:</li> <li>• Current Location:</li> </ul>	<ul style="list-style-type: none"> <li>• Notice period:</li> <li>• Current CTC:</li> <li>• Expected CTC: (Negotiable/ Non-negotiable)</li> </ul>	

**Startup Incubation and Innovation Center**

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