

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

<b>Job Title</b>	<b>Manager - Administration</b>		
<b>Job Code</b>	SIIC-Mgr-Admin		
<b>Reports to</b>	CEO/COO	<b>Location</b>	Noida( Uttar Pradesh)
<b>Job Type</b>	Full-time, permanent	<b>Tenure</b>	1 Year
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Managing facilities &amp; office infrastructure including IT Hardware necessary office supplies.</li> <li>• Ensuring procurement of necessary office supplies for the functioning of the office.</li> <li>• Ensuring that all the team members have access to the necessary resources required to function and that the office functions effectively.</li> <li>• Managing the attendance and leave record data for all the staff members.</li> <li>• Supporting the office by managing the travel bookings of staff members.</li> <li>• Managing the vendors and service providers.</li> <li>• Coordinate with other stakeholders within the IITK ecosystem to ensure the effective function of the office. This would include managing up the internet access, computer systems, printers, electricity and other related things.</li> <li>• Lead and support other activities as assigned.</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>• Degree from any reputed National / International University / Institute.</li> <li>• At least 5 years of relevant experience in a similar profile.</li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (Spoken and written).</li> <li>• Proven work experience as an Administrative Officer, Administrator, or similar role.</li> <li>• Strong organization skills with a problem-solving attitude.</li> <li>• Good Team Player with high energy willing to work in a start-up environment.</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**

SIDBI Building, Sixth Avenue, IIT Kanpur, Kalyanpur,  
 Kanpur Nagar, Uttar Pradesh, India - 208016.

Phone: (+91) 512 2597057 | Email: [hr@siicfirst.com](mailto:hr@siicfirst.com) | website:[www.siicfirst.com](http://www.siicfirst.com)