

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

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