

<b>Job Title</b>	<b>Assistant Manager (Projects)</b>		
<b>Job Code</b>	SIIC-AMgr-Projects		
<b>Reports to</b>	Manager	<b>Location</b>	Noida (Uttar Pradesh)
<b>Job Type</b>	Full-time, Contractual	<b>Tenure</b>	1 Year
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead general project management activities across various programs and related projects.</li> <li>• Scouting for potential startups and SMEs in relevant domains.</li> <li>• Manage the pre-incubation and the incubation process, and the incubatee cohort assigned ensuring strong engagement with all stakeholders.</li> <li>• Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility</li> <li>• Mapping out a detailed project plan to track progress on a regular basis, and plan how to proceed.</li> <li>• Liaison and Relationship management with funding agencies, corporates and other stakeholders Lead and support other activities as assigned.</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>Eligibility</b>	<ul style="list-style-type: none"> <li>• BSc / BTech (Environmental Studies/ Sustainable Development), min. 1 year work experience Strong research and documentation skills</li> <li>• Excellent Communication (Spoken and written) and Coordination Skills, Creative and innovative thinking.</li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <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> <li>• Competence in working with multidimensional &amp; multicultural 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> <li>• Notice period:</li> <li>• Current CTC:</li> <li>• Expected CTC: (Negotiable/ Non-negotiable)</li> </ul>		

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