

Job Title	Assistant Manager (Projects)		
Job Code	SIIC-Mgr-Projects		
Reports to	Senior Project Manager	Location	Kanpur
Job Type	Full-time, Contractual	Tenure	1 Year
Responsibilities	<ul style="list-style-type: none"> • Coordinating internal resources and third parties or vendors for hassle-free execution of projects. • Making resources available and allocating them efficiently. • Adhering to stipulated deadlines, while maintaining budget and scope. • Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility • Mapping out a detailed project plan to track progress on a regular basis, and plan how to proceed. • Coordinate with other stakeholders within the IITK ecosystem to ensure the effective implementation of the projects. • Lead and support other activities as assigned. 		
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams		
Eligibility	<ul style="list-style-type: none"> • B.Tech/MSW/MBA from any reputed National / International University / Institute. • At least 2-3 years of experience within start up ecosystem and mandatory 1 year project management experience in implementing government projects. 		
Desirable	<ul style="list-style-type: none"> • Excellent communication skills (Spoken and written). • Strong organization skills with a problem-solving attitude. • Good Team Player with high energy willing to work in a start-up environment. 		
Communication	<p><u>Email</u> 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) 	

Startup Incubation and Innovation Center

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