

Job Title	Assistant Manager		
Job Code			
Reports to	Head – Biotech / Medtech	Location	Kanpur (Uttar Pradesh)
Job Type	Full-time, permanent	Tenure	1 Year
Responsibilities	<ul style="list-style-type: none"> • Extensive coordination with respective stakeholders • Plan call for applications for startup grants • Conduct technical due diligence for performance of startups • Conduct financial due diligence of documents for release of grant • Maintain database of activities, startups and beneficiaries • Support project execution with administrative and data management tasks • Lead meeting planning, facilitation, presentation, minutes, and follow-up • Review and monitor sectorial portfolio issues periodically • Lead and support other activities as assigned 		
Travel	None		
Eligibility	<ul style="list-style-type: none"> • B.Tech. / M.Sc. in Biotechnology or Allied Areas in Life-Sciences 		
Desirable	<ul style="list-style-type: none"> • Prior experience at an incubator or academic / research institution is preferred. • Ability to independently lead and execute projects • Ability to thrive in a fast-paced, dynamic start-up environment • Excellent organizational, interpersonal, and communication skills. 		
Communication	<p>Email your current resume with a cover note highlighting your 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

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