

Job Title	Assistant Manager (Projects)		
Job Code	SIIC-Mgr-Projects		
Reports to	Senior Project Manager	Location	Noida (Uttar Pradesh)
Job Type	Full-time, Contractual	Tenure	1 Year
Responsibilities	<ul style="list-style-type: none"> • Content Creation & Promotion: Develop high-quality, engaging, and informative content that aligns with the AI Centre of Excellence's objectives, including articles, blog posts, whitepapers, case studies, research reports, and social media content using Canva or any other relevant software platforms. • Research and Expertise: Conduct in-depth research on AI topics, emerging trends, industry advancements, and best practices. • Thought Leadership: Collaborate with startups and researchers within the SIIC' ecosystem and IIT Kanpur campus to create thought leadership pieces, showcasing our expertise and unique perspectives on AI-related topics. • Content Strategy: Work closely with the Media team to develop content strategies that effectively communicate our AI initiatives, target relevant audiences, and drive engagement. Assist in defining content goals, themes, and distribution channels. • Editing and Proofreading: Ensure accuracy, clarity, and consistency in all written materials. Edit and proofread content to maintain high standards of grammar, style, and brand guidelines. • Collaboration and Coordination: Collaborate with cross-functional teams, including researchers, developers, designers, and marketing professionals, to gather information, validate content accuracy, and align messaging. 		
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 any Stream., or a related field. • At least 2 years of experience as a Content Writer, Copywriter, or similar role, preferably in the technology or AI industry. • Excellent writing and editing skills, with a keen eye for detail and the ability to convey complex ideas in a clear and concise manner. 		
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

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

Phone: (+91) 512 2597057 | Email: hr@siicfirst.com | website:www.siicfirst.com