

Job Title	Executive (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"> • Project Support: Assist in the planning, execution, and monitoring of AI projects. Collaborate with team members to ensure project milestones are met, tasks are completed on time, and deliverables are of high quality. • Documentation and Reporting: Prepare technical documentation, reports, and presentations summarizing research findings, project progress, and outcomes. Communicate results and insights to team members and stakeholders effectively. • Collaboration and Knowledge Sharing: Collaborate with researchers, developers, and other team members to exchange ideas, share knowledge, and contribute to a culture of continuous learning. Actively participate in team meetings, workshops, and training sessions. • Industry Awareness: Stay informed about industry trends, emerging technologies, and best practices in AI. Attend relevant conferences, webinars, and workshops to expand your knowledge and network with professionals in the field. • Professional Development: Take advantage of learning opportunities provided by the AI Centre of Excellence, including training programs, mentorship, and skill-building initiatives. Actively seek feedback to enhance your technical and professional competencies. 		
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"> • Bachelor's or master's degree in computer science, Engineering, Data Science, or a related field. • At least 2 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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