

Careers @ SIIC, IIT Kanpur

Job Title	Assistant Manager – Corporate Communication		
Job Level	2	Job Code	FIRST-AM-CC
Reports to	Director/ CEO/ Sr VP	Location	IIT Kanpur
Job Type	Contractual	Tenure	1 year
Responsibilities	<p>The ideal candidate will be responsible for evangelizing our internal and external communications. In order to do this, the candidate will craft and execute a communication strategy in coordination with the other teams and an effective team, and effectively incorporate business trends and customer feedback into the training of employees.</p> <ul style="list-style-type: none"> • Develop overall Communication Strategy to ensure communications consistency and active engagement among different stakeholders • Process owner for the awareness and proliferation of organizational brand • Lead and support internal and external communication; monitor, analyse and improve media impact • Amplify opportunities for positive Public Release • Develop communication materials like newsletters, blogs, press releases and similar marketing materials in order for local, national and international media • Coordinating with different teams to proactively generate new ideas, innovative strategies and necessary content • Drive employees' share of voice through proper corporate communications • Use communications technology to boost productivity • Build effective relationships with associates, peers and supervisor to complement a high performing team • Analyze reporting and business trends to make strategic decisions to drive results • Lead/ Support any other tasks assigned 		
Travel	As and when required, across the country for project/ activity monitoring and execution as well as for coordination with geographically distributed teams		
Eligibility	<ul style="list-style-type: none"> • Graduate in Marketing/ Journalism/ Mass Communication/ Communication/ English • Minimum 2 years of experience in corporate communication • Exceptional communication skills (Written and spoken) • Strong research and documentation skills • Competence in working with multidimensional & multicultural environment • Keen to learn and passionate to serve communities 		
Desirable	<ul style="list-style-type: none"> • Experience in Branding/ Advertising/ Product Management • Graduate from a premier institute • Excellent communication skills in Hindi • Experience with startups/ Incubators/ startup ecosystem 		
Communication	<p>Email your current resume and your latest passport-size photograph with the job code in the subject line and the following details to hr @ siicfirst . com</p> <ul style="list-style-type: none"> • Total experience • Current Organization • Current CTC • Notice period • Current Location 		

Startup Incubation and Innovation Center

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

Phone: (+91) 512 2597057 | Email: siic@iitk.ac.in | website: www.siicfirst.com