

Careers @ SIIC, IIT Kanpur

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| Job Title | Assistant Manager - Projects/ Project Associate |
| Job Code | SIIC-AMgr-CIT |
| Reports to | VP – Incubation/ Project Director |
| Location | Startup Incubation and Innovation Centre, IIT Kanpur |
| Job Type | Full-Time, Contractual |
| Tenure | 1 year |
| Responsibilities | <ul style="list-style-type: none"> • Provide general project management support across projects and activities. • Manage the pre-incubation and the incubation process, and the incubatee cohort assigned ensuring strong engagement with all stakeholders • Liaison with funding and other government agencies for project execution, and relation management. • Proposal making and associated research for various funded projects • Lead/ Support fund-raising activities through corporate entities • Lead and support Outreach and other branding activities under different projects and leading affiliate tasks. • Documentation on projects, MIS on organizational performance, and supporting other similar processes. • Lead and Support other activities as assigned. • Keen to learn and passionate to serve communities |
| 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"> • Graduate, preferably in a relevant field of Science and Technology • Minimum two years of experience • Excellent communication skills (Spoken and written) • Strong research and documentation skills |
| Desirable | <ul style="list-style-type: none"> • Experience with startups or startup ecosystem • Competence in working with multidimensional & multicultural environment |
| 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

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