Careers @ Foundation for Innovation and Research in Science and Technology
Startup Incubation and Innovation Center, IIT Kanpur

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	• 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	• 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	• Experience with startups or startup ecosystem • Competence in working with multidimensional & multicultural environment
Communication	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** **Please Note- Applications/Resumes sent to any other mail id SHALL NOT be considered for any scrutiny.** • Total experience • Total relevant experience • Current Organization • Current CTC • Notice period • Current Location

Startup Incubation and Innovation Center

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