
Job Opportunities at IIITD Innovation & Incubation Center

You are invited to apply for these exciting roles at IIITD Innovation & Incubation Center (IIITD-IC/Company), which require hardworking, committed, focused, intelligent, and self-driven candidates capable of carrying out activities and operations at the well-developed Incubation Center. *Please read the entire the entire advertisement before applying.*

Role: JUNIOR MANAGER

Number of Openings: Two

Responsibilities include the following but are not limited to:

- Coordinating daily activities, managing resources, assisting in incubation programs/cohorts, projects, and fostering collaboration between various teams to achieve Company's goals.
- Assist in planning and executing incubation programs under various government schemes
- Carry out industry and business research on a regular basis to ensure the Incubation Center is updated with various developments in the start-up ecosystem
- Identifying and working on new opportunities in the corporate sector for corporate innovation programs
- Identifying and working on new opportunities to collaborate with other incubators/accelerators/investors in India and abroad
- Managing various business processes at the Center; identifying opportunities for process improvement and operational efficiency
- Assisting in planning and organizing, monitoring, meetings for incubation programs and incubated start-ups.
- Managing social media, newsletters, posts and updates
- Preparing updates and data/insights as required for government entities, senior management at the Center
- Data analysis and reporting for business and operations; Preparing reports covering monthly progress of key parameters, developments, the impact generated for funding agencies and other stakeholders
- Attending various events at local/national/international level
- Collaborating and working with other incubation centers, consultants, associations, government entities

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- Assisting in planning and executing outreach and promotional activities for various programs and/or the Center to attract higher quality start-ups and creating broader awareness.
 - Participating in conceptualising, planning and executing events such as workshops, training programs, training sessions, awareness sessions and conferences, etc. in areas of incubation, start-ups and entrepreneurship.
 - Assisting in procurement processes
 - Maintaining all official documents/ files/ records
 - Any other work assigned by higher management from time to time

Experience and Knowledge

Expected to have 2-3 years of experience in Incubation Centers, Entrepreneurship, Start-ups, business analysis, industry research, etc.

Qualification: Degree in Business, Engineering, Science, Commerce or Humanities, etc. from a recognised University. Candidate should have excellent verbal and written communication skills. Master's degree preferred.

Compensation and tenure

CTC for this role is expected to be in the range of Rs. 4-6 lakhs per annum, and as per incubation ecosystem standards, depending on experience, skills and current CTC. It will be a contractual position with an initial appointment of three (03) years, extendable based on performance. There will be an initial probation period of 6 months.

Selection process:

Please apply online at <https://iiitdic.in/career-at-iiitd> by **November 20th, 2023**. Keep your CV and cover letter, and digital photograph ready to be uploaded as part of the online application. The shortlisted candidates will be called for personal interview(s) as required by IIITD-IC. The results of the selection process would be considered as final. In case of any query, email us at info@iiitdic.in.