

## Call for Applications for the Post of **Executive: Facilities**

i-TIC Foundation is the Technology Business Incubator (TBI) at IIT Hyderabad, with focus on creating a supportive and nourishing environment for entrepreneurs. i-TIC provides the necessary facilities to these startup companies, along with guidance and mentoring by the faculty members of IITH and experts from the industry, to develop a robust ecosystem for entrepreneurship. It invites applications from Indian Nationals for the following post.

<b>Position:</b>	<b>Executive: Ecosystem</b> (Temporary appointment on Contract for a period of 11 months)
<b>Emoluments:</b>	Consolidated Pay of Rs. 40,000/- per month.
<b>Experience and Qualification:</b>	<ul style="list-style-type: none"><li>• Graduate from a recognized university</li><li>• 1 year of work experience in overall logistic handling (preferably a startup ecosystem)</li><li>• Experience in asset management, event planning</li></ul>
<b>Application Link:</b>	<a href="https://forms.gle/btAJmvrLLz5C9xNQ7">https://forms.gle/btAJmvrLLz5C9xNQ7</a>

### **Roles and Responsibilities:**

- Coordinating the programs, moderating sessions under various programs on behalf of iTIC being the organizer.
- Facilities Management, managing the maintenance issues and providing administrative support when needed to the fellows/ start-up incubatees
- Purchase related activities
- Hardware Asset Management, asset management of all the assets purchased under iTIC
- Organize and supervise facilities, equipment allocation of infrastructure required to fellows/startup incubatees.
- Organizing online meetings, scheduling events, call for applications & webinars
- Any other assigned tasks by the superiors.

### **Key Skills and Abilities:**

- Ability to manage the events from conception to end
- Good documentation and paperwork skills
- Ability to manage multiple tasks in hand
- Ability to work under tight deadlines

### **How to Apply:**

- Candidates, who fulfil the eligibility criteria, should apply through the link given above latest by **5:00 pm, 15<sup>th</sup> April, 2022.**
- Short listed candidates will be informed for an Interview by E-mail with details.
- The interview for the selection may be either online (likely) or physical depending on the situation.
- No TA/DA will be given to the candidate.
- For further queries, contact Prof. Suryakumar S., Faculty-in-charge, Incubation & Startups.
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