

SSCBS Innovation and Incubation Foundation

(A Company promoted by Shaheed Sukhdev College of Business Studies, University of Delhi)

CIN: U74999DL2016NPL306887

SSCBS Innovation and Incubation Foundation (SIIF) is a company promoted by Shaheed Sukhdev College of Business Studies, University of Delhi.

Primary objective of SIIF is to actively promote entrepreneurship amongst students, alumni and faculty & staff of SSCBS, and also for external entities in course of time. SIIF is looking for hiring a Manager and an Executive Assistant.

Send in your cv along with covering letter and your latest picture at ceo-siif@sscbsdu.ac.in

Manager - SIIF

We are inviting applications from you if you seek challenges and are keen to be engaged in every aspect of start-up eco-system, to handle diverse projects, to interact with industry icons and to run the entire incubation centre.

Essential Requirements:

Experience:

- Minimum 6 years of experience in industry / consulting
- MBA or similar post graduate qualification in business / finance

Skills:

- Strong understanding of how to manage and run a business unit
- Very good in communication skills, including the hands-on capability to write effective emails / letters, to prepare and make presentations, and to prepare detailed financial analysis and reports through worksheets
- Good knowledge and experience in social media like LinkedIn, Twitter, Facebook
- Must be aware on how to prepare, launch and manage website, including update of contents on at least weekly basis.
- Should be well conversed with accounting, administration and regulatory compliances

Behaviours:

- Must be a go-getter, self-driven individual
- Should be a team-player, with ability to understand stakeholders and their expectations
- Should be honest, high on integrity and commitment
- Must be adaptable, open to learn new concepts
- Open to travel on business, if required

Job requirements:

- Manage the entire incubation centre including administration and compliance
- Preparation of various reports and presentations as and when required
- Find out strategic partners for incubation centre

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- Keep the organization and stakeholders informed about developments in start-up ecosystem, regulations
- Carrying out / getting necessary business research carried out on entrepreneurship, start-ups, co-working spaces, government regulations, industry sectors
- Tracking and managing all the projects under SIIF to ensure that they are complying to SIIF stipulations, follow-ups and taking updates from project teams
- Carrying out relevant analysis / review of such projects
- Identifying relevant contacts in the industry and communicating with them on behalf of SIIF; engaging with them for SIIF / projects under SIIF / college visits. Includes engaging the alumni for similar activities
- Directly assisting the CEO for his presentations, analysis and other functional tasks with him from time to time
- Acting as back-up of the CEO while he is not in office due to travel / business meetings
- Assisting CEO in internal corporate governance and Board meetings
- Setting up incubation centre in new campus of SSCBS
- Interacting with other incubation centres in India and abroad

Analyst - SIIF

We are inviting applications from you if you have confidence and capabilities to be an integral part of the core team to run the incubation centre

Essential Requirements:

Experience:

- Minimum 2 years of experience in industry / consulting
- Graduate or post graduate

Skills:

- Very good in communication skills, including the hands-on capability to write effective emails / letters, to prepare presentations, and to prepare good worksheets
- Good knowledge of social media like LinkedIn, Twitter, Facebook
- Must be aware on how to prepare, launch and manage website, including update of contents on at least weekly basis.
- Should be aware of basic accounting, administration and regulatory compliances

Behaviours:

- Must be smart, confident and a self-driven individual
- Should be a team-player, with ability to understand stakeholders and their expectations
- Should be honest, high on integrity and commitment
- Must be adaptable, open to learn new concepts
- Open to travel on business, if required

Job requirements:

- Helping the CEO and Manager in running the entire incubation centre including administration and compliance
- Preparation of various reports and presentations as and when required
- Keep the organization and stakeholders informed about developments in company and projects
- Carry out business research from time to time
- Tracking all the projects under SIIF to ensure that they are complying to SIIF stipulations, follow-ups and taking updates from project teams
- Communicating with various contacts provided by CEO and Manager; engaging with them for SIIF / projects under SIIF / college visits. Includes engaging the alumni for similar activities
- Directly assisting the CEO for his presentations, analysis and other functional & business related tasks with him from time to time
- Interacting with other incubation centres in India and abroad

Staff Assistant - SIIF

We are inviting applications from you if you have confidence and capabilities to be an integral part of the core team to run the incubation centre

Essential Requirements:

Experience:

- Minimum 2 years of experience in industry / academic institution
- Graduate or post graduate

Skills:

- Very good in communication skills
- Must be aware on how to prepare, launch and manage website, including update of contents on at least weekly basis.
- Good knowledge of social media like LinkedIn, Twitter, Facebook
- Ability to organize office workspaces; managing of office

Behaviours:

- Must be smart, confident and a self-driven individual
- Should be a team-player, with ability to understand stakeholders and their expectations
- Should be honest, high on integrity and commitment
- Must be adaptable, open to learn new concepts and training

Job requirements:

- Helping the CEO and his team in running the entire incubation centre including administration and compliance; interaction with students
- Preparation of various reports and updates as and when required
- Directly assisting the CEO for his presentations, analysis and other functional & administrative tasks with him from time to time
- Interacting with other incubation centres in India and abroad; VCs, investors, mentors etc.
- Managing diary of CEO
- Assisting CEO in all his travel arrangements etc.
- Managing all office documents, files and communications
- Helping in procurement and administration