

Current Openings at TECHIN of IIT Palakkad

1. Program Coordinator, (3 Positions); Palakkad, Kerala

Scope of the job Including but not limited to:

- Plan and coordinate incubation and training programs, marketing needs of the Incubatee teams and coordinating with the overall planning.
- Develop the process of efficiently conducting the various programs and events.
- Collaborate with team leaders in preparing plans, timelines and incubatee budgets and monitoring/reporting their plan, deliverables and expenses.
- Preparation of draft proposals & presentations.
- Finding and coordinating resource persons, mentors, judges, consultants for the various programs and incubation activity.
- Preparation of content for program collaterals.
- Identifying and coordinating the various requirements of the Incubatee teams, and coordination of their prototyping and facility usage with IIT Palakkad and the ecosystem.
- Outreach to prospective participants to identify teams for incubation.

Qualification and Experience

- MBA in Project Management or Business Development or Marketing with at least 60% marks or equivalent CGPA from a recognized University/ Institution.
- An undergraduate in science or engineering with at least 60% marks or equivalent CGPA from a recognised University/Institution.
- Preferably two years of experience in management of incubation programs..
- Exposure to the Incubation ecosystem needs / organising training programs are expected.

Knowledge & exposure

- Good English communication skills (written and spoken) and able to build relationships with internal and external stakeholders. Spoken language skills in at least two of Malayalam, Hindi, Tamil, Other Indian languages.
- Capable of structuring their workload.
- Analytical and problem-solving skills, Innovative thinking and creative planning skills.
- Organizational and time management, relationship management and interpersonal skills.
- Good working experience with software like MS Office, Google Sheets, Drive etc.
- Ability to work with a wide variety of people at different levels.

Emoluments & other terms

- Consolidated monthly emolument in the range **Rs. 30,000 – 40,000/-**; the exact amount will be fixed based on experience and skill-set.
- The selected candidate will have to join within **one month** from the date of the job offer.

Application form: [Apply here](#)

This recruitment call will be open until open positions are filled. Qualified applicants will be called for interviews upon receipt of sufficient numbers of applications. Apply soon.

2. Admin Officer, (1 position); Palakkad, Kerala

Scope of the job Including but not limited to:

- Overall Office Administration role, Control and organize office supplies.
- Management of the Office Facilities ensuring timely maintenance.
- Arrangements and Assistance related to conduct of programs
- Coordinating travel plan and arrangement for faculty and staff
- Manage company databases
- Provide support to clients and employees, Liaison with vendors and service providers
- Review and update office policies as needed
- Create reports and presentations, Other duties assigned by the reporting officer

Qualification and Experience

- Graduate or Postgraduate/ MBA from a recognised university/ Institution.
- Minimum five years experience in office administration and office procedures in organisations of repute, preferably with Technology Incubators or similar entities.
- Good working experience with software like MS Office, Tally, Google Drive etc.
- Strong problem-solving and organization skills
- Excellent English communication skills (written and spoken) and Spoken language skills in at least two of Malayalam, Hindi, Tamil, Other South Indian languages.
- Able to build relationships with internal and external stakeholders.
- Experience Raising indent, purchase order, monitoring inventory, writing reports etc.
- Enthusiasm to contribute to the ecosystem/organization

Emoluments & other terms

- Consolidated monthly emolument in the range of **Rs. 40,000 to 45,000/-** per month based on the skills of the candidate.
- The selected candidate will have to join within one month from the date of the offer.

Application form: [Apply here](#)

This recruitment call will be open until the open position is filled. Qualified applicants will be called for interviews upon receipt of sufficient numbers of applications. Apply soon.