



IIM Lucknow Enterprise Incubation Center
(A section 8 company)
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOIDA Campus @B1, Institutional Area, Sector 62,



NOIDA- 201307

VACANCY FOR EXECUTIVE ASSISTANT cum MANAGER TO DIRECTOR (FACULTY IN-CHARGE)

The Incubator will offer contractual appointments initially for 2 years and can offer regular appointment after 2 years.

IIM Lucknow Enterprise Incubation Centre has been setup & hosted by IIM Lucknow at its Noida campus. This is a registered section 8 company (Not For Profit). The company is supported by NSTEDB, Dept. of Science & Technology, Govt of India and UP State Govt. under Startup & IT policy.

The company is focused to become 'An Incubator of Choice' and trains, mentors, and facilitates faster and surer growth to new ventures, enabling them all the way from idea nurturing to successful commercialization. The facilitation is provided through a combination of Accelerator program, SEED Capital, Corporate Venture Capital Fund, Smart Co-working space, Corporate Market Access, Mentoring and Training programs. Our mission is to mitigate the rate of startup failure through business acceleration and incubation support.

Post – Executive Assistant cum Manager to Director (Faculty In-charge), IIML-EIC

Job Location: IIM Lucknow, Noida Campus

No of Vacancy: 01 (One)

Compensation: Consolidated salary in the range of Rs. 40,000 to Rs. 50,000 per month depending on experience and expertise plus variable compensation and medical health insurance as per incubator policy.

Qualification:

- Post-Graduate Diploma in Management/MBA (HR /Operation/Marketing).
- Minimum 3 years' work experience. Experience in working at secretarial or related positions along with experience in start-up organization will be preferred.
- Administrative and Project Management experience.
- Passionate to flourish in a dynamic, multi-functional and cross-sector start-up environment.
- Fluent in spoken and written English.
- Age below 35 years

Job Profile:

- Managing day-to-day operations and secretarial related functions for Faculty In-charge
- Managing Secretarial activities to the Board of Directors
- Administrative support to incubator management.
- Conducting Training, workshops for startups
- Any other task or role as assigned by the Faculty In-charge

General Conditions:

- All the received applications for the said post will be shortlisted and only the shortlisted candidates will be invited through e-mail to appear in the interview. The interview date, time and venue will be communicated through email to only shortlisted candidates.
- The candidates have to produce their bio-data along with a set of photocopies in support of their educational qualifications, experience etc. at the time of interview. They should also bring all testimonials in original for verification purpose.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- The compensation will be decided depending on qualification, experience, last drawn salary and relevant factors.
- L-Incubators reserves the right not to fill the above position, if it so desires.
- Canvassing in any form will be a disqualification.

Last date for application is 7TH August 2019 before 5.30 PM

Please send your applications at:

<https://docs.google.com/forms/d/1TBHVQCpNYsJ0sn5IBSS3ATaOFNBtG2lGuUZ09J7xRs/edit?ts=5d26c38f>
& incubator_hr@iiml.ac.in

Contact Person;

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