

Candidates are invited for the position of Business Executive purely on a contract basis in the Foundation for Innovation and Entrepreneurship Development (FIED).

Job title	Business Executive
Organization	IIM Kashipur Foundation for Innovation & Entrepreneurship Development, Section 8 Company under the aegis of IIM Kashipur
Nature of Post	The vacancy is to be filled up purely on a contract basis for one year from the date of appointment. The contract may be extended further subject to satisfactory performance and requirements of the Institute. Performance will be evaluated at the end of the contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. During the period of said contract, the candidate will not be entitled to any other benefits/ facilities. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.
No. of Posts	One
Remuneration	Up to INR 35,000.00 per month (Consolidated)
Application Mode	Online
Last Date to Apply	30-September-2024
Online Application Link	https://fied.accubate.app/ext/survey/612/apply

Key Results and Performance Areas

• Startup Support and Coordination:

- Assist in identifying and selecting promising startups for incubation.
- Coordinate with startups to understand their needs and provide necessary support and resources.
- Facilitate access to mentors, industry experts, and investors for the incubated startups.

• Program Management:

- Manage the day-to-day operations of the incubation center, ensuring smooth functioning.
- Organize workshops, training sessions, and events for startups.
- Monitor the progress of incubated startups and prepare periodic reports on their performance.

- **Resource Management:**

- Oversee the allocation and utilization of resources within the incubation center.
- Manage financial aspects, including budgeting, funding disbursements, and financial reporting.

- **Marketing and Outreach:**

- Develop and implement marketing strategies to promote the incubation center and attract high-potential startups.
- Maintain the incubation center's online presence, including website and social media channels.
- Create promotional materials and content for various marketing campaigns.

- **Advisory and Mentorship Support:**

- Provide guidance and mentorship to startups on business development, market strategy, and operational issues.
- Coordinate with external mentors and advisors to offer specialized support to startups.

Qualification and Experience

MBA/MCA/B.Tech./M.Sc. or equivalent master's degree from recognized university. Good verbal and written communication skills. Strong literacy in computer, MS Office, and Internet. Having relevant experience of at least one year in supporting startups at any incubation center.

How to Apply

Online Mode

Selection Process

Shortlisted candidates will be contacted by the selection committee for an online or offline interview.

Note- The selection committee reserves the right to select or reject candidates based on the fulfillment of the eligibility criteria, the quality of submitted materials, and alignment with the goals and requirements of the position. Decisions made by the selection committee are final and not subject to appeal.