

## **Job Description**

### **Research Associate – Incubation**

#### **Job Summary**

1. Must be able to participate in discussions with the incubatee companies and provide feedback and direction.
2. Administrative and managerial skills. Must be able to motivate and work with a team consisting of people with different skill sets and backgrounds.
3. Good English writing, presentation and analytical skills.
4. Should be willing to travel, as and when necessary.

#### **Responsibilities and Duties**

The RA shall assist CEO for Administration and monitoring of the operations of the TBI and entire Technology Business Incubation program. The activities, inter alia, shall include, but not limiting to,

- To assist the CEO in functioning of the Incubator
- To develop the ILF Business Incubator Ecosystem in Delhi-NCR and also in PAN India.
- To organize/manage different training program(s) for start-ups, entrepreneurs,
- Any other work assignment as may be given by CEO.
- Project Proposal preparation for different schemes of Govt.

#### **Required Experience, Skills and Qualifications**

B.Tech/Master's degree in Life Sciences/AgriBio-Technology or Bachelor's degree with MBA from a recognized university/Institution.

#### **Desirable**

2-5 years of Experience of working with an Incubator or Startup is very important.

Job Type: Full-time

Salary: ₹35,000.00 to ₹ 50,000.00 /month

Interested Candidates send your CV's @ [richa.sood@indigram.in](mailto:richa.sood@indigram.in)