

International Centre for Entrepreneurship and Technology, (iCreate)
(An initiative of Gujarat Foundation for Entrepreneurial Excellence, A Section 8 Company)

Job Title:	Incubation Executive	Date:	28 th August 2023
Travel Requirement:	No	Requisitioned By:	Head HR & Administration
Reports to:	Head - TBI	Required Experience:	Fresher OR 1 year at similar position
Educational Qualification:	Bachelor/Masters in Engineering OR Bachelor/Masters in Business Administration Preference will be given to the candidate who has worked with a TBI, Start-ups or with Investment banker / VC	Compensation:	Best in the industry
Job Location:	iCreate Campus, Deo Dholera, Opp. Kensville Golf Club, Rajkot Bavla Highway, Ahmedabad – 382240.	Working Hours:	08:30 am to 05:30 pm (including Lunch Break, Five Days a week, need to work on holidays in need)
Staff Transportation:	Yes	Work Days:	5 (Five) Monday to Friday

Job Purpose:

We are looking for a person who has entrepreneurial instincts and keenness to grow with iCreate's team. You will be an integral part of the incubation team and actively contribute to the Start-up Life cycle management system. As a part of the team, you will work with seed and early-stage enterprises. You will be required to interact frequently with iCreate supported start-ups and other ecosystem stakeholders; mentors, investors etc. In addition, there will also be a need to interface/guide growth stage ventures.

Success in this role will require a distinctive blend of strategic thinking, commercial ability, and grit. The best part of your job will be meeting motivated and interesting entrepreneurs and be part of their journey of becoming a sustainable business owner.

Please note that this job opportunity is at one of India's leading centres of innovation to commercial success. It offers a very powerful multi-faceted learning experience with exposure to innovative, cutting-edge technologies, international experts, corporates, financial and business modelling, strategic decision making, marketing, public speaking and interaction amongst several others.

Responsibilities:

All your tasks will be carried out along with the lead mentor and subject matter experts. You will work closely with them and the incubation team.

The Incubation Executive will be completely responsible for leading the incubation operations. This would include the following:

- To support incubation department's day-to-day operations.
- Design, execute, support & implement center's funnel programs, events & other relevant activities.
- Manage administrative & operative functions.

- Help for sourcing and evaluation of the new applications.
- Drive startup incubation/acceleration & other support programs.
- Act as a chain between different departments.
- Maintain all the relevant incubation database.
- To help Develop processes, procedures, and policies of the incubator.
- Any other tasks given by the reporting officer.

Skill and Knowledge Requirements:

Attention to detail and a deep analytical skill in a breadth of technologies & business sectors
Must be able to read widely, understand the essentials and summarise key insights - especially about emerging technologies and their business models
Excellent writing, verbal and communication skills
Familiarity with, or training in Business analysis
Commercial awareness and ability to interpret & extrapolate
The ability to handle multiple projects concurrently & in a methodical manner
Excellent MS Word, Excel, Power Point and other specialised software platforms

About iCreate

iCreate is the only institute of its kind in India, dedicated to driving excellence in innovation and entrepreneurship. Having Shri. Narendra Modi, the Prime Minister of India, as its torch bearer it provides a complete ecosystem in support of tech innovation-based start-ups. It sits on its own 40-acre campus 50 Km from Ahmedabad.

iCreate is an initiative of GFEE (Gujarat Foundation for Entrepreneurial Excellence), a Section 8 Company, and is a 50:50 Public Private Partnership between GMDC Ltd. (Gujarat Mineral Development Corporation) and GEVPF (Gujarat Entrepreneurship and Venture Promotion Foundation). iCreate is governed by a Statutory Board, with members from GMDC and GEVPF. Since its inception, iCreate has been supported by a strong Advisory Board with 12 leading stalwarts from India as well as abroad, initially chaired by Shri Narayana Murthy, Co-founder, Infosys and is now led by Chairman Shri Dilip Shanghvi, Founder & MD, Sun Pharmaceutical Industries Ltd. For more details, please visit: icreate.org.in

Approved & authorized by:

Name: _____

Date: ___/___/_____

Signature: _____