

JD for Post of Manager at SPTBI

Some of the key responsibilities of the Position have been listed below:

- To manage the day to day operations and activities of SP-TBI,
- Planning, Managing and Executing events, workshops and conferences.
- To ensure that required facilities are made available to the Incubatees.
- To evaluate startups on the basis of framed guidelines and give recommendations after verifications of their background, as well as Mentoring support to the startups,
- Monitoring and maintenance of the web side and social media for better visibility of SP-TBI to attract startups with the support staff.
- To Supervise and monitor the marketing activities with monthly fixed target and a
- Identify budding entrepreneurs. Develop and execute strategy for sourcing startups.
- The monthly event / news letter with details must be forwarded to consult authorities,
- Any support or assistance for submission of document to concerned bodies must be compiled as an when required
- The admin rules and regulations must be strictly followed in order to have proper professional environment,
- Any other work and activities which would be required for the promotion of entrepreneurship and growth and sustainability of TBI as well as the duty assigned by the undersigned.

CTC : Between 3-4 LPA.