

## **IIIT-B Innovation Center Invites Applications For The Post Of Admin Executive**

Last date for receipt of applications is December 31, 2025. Details are as follows: -

<b>Job Brief / Description</b>	<p>The Admin Executive is responsible for handling all the administrative work of the IIIT-B Innovation Centre. The various responsibilities include</p> <ul style="list-style-type: none"><li>• Support incubation department's day-to-day operations</li><li>• Coordinate between various departments of the Institute to carry out day to day operations</li><li>• Manage administrative &amp; operative functions</li><li>• Help for sourcing and evaluation of the new applications</li><li>• Maintain all the relevant incubation database</li><li>• To help Develop processes, procedures, and policies of the incubator</li></ul>
<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• Any Graduate</li><li>• Excellent communication skills &amp; positive attitude</li><li>• Self-starter who can assume responsibility and execute work flawlessly</li><li>• Team Player</li></ul>
<b>Experience and skills required</b>	<ul style="list-style-type: none"><li>• One to Three years experience in a start-up incubator/accelerator or equivalent</li><li>• Personnel on career break and looking to get back are welcome to apply</li></ul>
<b>Joining</b>	Immediate
<b>Last date for applications</b>	<p>Interested candidates are requested to fill in the form below along with resume latest by December 31, 2025</p> <p><b><a href="https://forms.gle/7RcUdG8N8cpjKtkF8">https://forms.gle/7RcUdG8N8cpjKtkF8</a></b></p> <p>Kindly contact HR – <a href="mailto:hr@iiitb.ac.in">hr@iiitb.ac.in</a> in case you face an issue in filling the form</p>