

IIITB Innovation Centre (IIITB IC)

Job Title: Admin and Operation Associate

Job Description

IIITB Innovation Centre (IIITB IC) is seeking a highly organized and proactive **Operations and Admin Associate** to manage day-to-day operations, administrative functions, and co-working facility management. The role involves supporting startup incubation activities, financial processes, documentation, and coordination for programs such as NAIN 2.0. The ideal candidate should possess strong organizational, communication, and multitasking abilities.

Key Roles and Responsibilities

1. Operations Management

- Oversee and manage the day-to-day operations of IIITB Innovation Centre.
- Ensure smooth functioning of administrative and operational processes.
- Coordinate with internal teams, startups, and stakeholders for operational efficiency.

2. Administrative & Documentation

- Prepare, manage, and maintain official documents, reports, and records.
- Handle filing systems (both digital and physical) ensuring proper documentation and easy retrieval.
- Draft letters, agreements, and internal communications as required.

3. Financial & Invoice Management

- Raise expenditure invoices and maintain financial records.
- Track payments, reimbursements, and operational expenses.
- Coordinate with finance teams for approvals and processing of payments.

4. Co-working Space & Facility Management

- Manage IIITB IC co-working space operations.
- Handle onboarding of new startups/companies into the facility.
- Maintain records of monthly rent, advance payments, and agreements.
- Monitor rent renewals, payment follow-ups, and occupancy status.
- Ensure proper maintenance and utilization of facility resources.

5. Startup & Incubation Support

- Assist in onboarding and supporting incubated startups.
- Coordinate with founders for documentation, agreements, and compliance requirements.

- Maintain startup database and progress records.

6. NAIN 2.0 Program Coordination

- Support execution of NAIN 2.0 program activities.
- Organize and coordinate review meetings, evaluation sessions, and committee interactions.
- Manage documentation related to proposals, approvals, and reports.
- Ensure compliance with program guidelines and timelines.

7. Event & Meeting Coordination

- Plan and organize meetings, reviews, and internal/external events.
- Coordinate logistics, scheduling, and communication with stakeholders.
- Prepare meeting minutes and follow-up action items.

Educational Qualification

- Bachelor's degree in Business Administration, Management, Commerce, or a related field.

Experience & Skills Required

- 3–6 years of experience in operations, administration, or facility management.
- Experience in startup ecosystems/incubation centres is an added advantage.
- Strong organizational and multitasking skills.
- Good knowledge of documentation, reporting, and office management systems.
- Proficiency in MS Office (Excel, Word, PowerPoint) and digital tools.
- Understanding of financial processes and invoice management.
- Excellent communication and coordination skills.
- Ability to work independently and handle multiple responsibilities efficiently.

Location

IIIT Bangalore Campus

Joining

Immediate / As soon as possible

Apply

Interested candidates are requested to fill in the form below along with a detailed CV, latest by August 31, 2026

<https://forms.gle/99FvZBwosXm7Nmyu5>



Kindly contact HR – hr@iiitb.ac.in in case you face an issue in filling the form