



## **PROJECT OFFICER - BUSINESS DEVELOPMENT, BIO INCUBATION**

### **ROLE DESCRIPTION**

To provide technical, regulatory, liaison, administrative and organizational support within the Bio-Incubator, working in conjunction with incubatees, innovators and researchers. The project officer will have the responsibility for day-to-day operations of the incubation facility. (This dynamic role is suitable for a passionate and resourceful person looking to apply their diverse skills to make a real contribution to the incubation centre)

### **DUTIES & RESPONSIBILITIES**

- To manage and oversee the PSG-STEP Bio-Incubator facility which is located in PSG College of Technology, Coimbatore
- Establish collaborations with other incubators, institutes, hospitals, and industries involved in Bio entrepreneurship
- To scout & evaluate startup idea in the field of Bio-tech/life sciences
- Technical knowhow of managing a full-fledged laboratory in the Bio space and familiarity with handling various biological laboratory equipment
- To engage with key stakeholders to improve outcomes, building support and secure resources
- Ability to rapidly adapt and respond to changes in startup environment

### **KEY SKILLS/ABILITIES**

- Ability to thrive in an entrepreneurial environment
- Self-starter, capable of taking initiatives and making decisions in a collaborative manner
- Excellent analytical and problem solving skills
- Strong interpersonal, oral and written communication skills; proven aptitude for analytical and problem solving skills.

### **QUALIFICATION/EXPERIENCE REQUIRED**

Degree / Masters in (MSc/MTech) Biotechnology. MBA is preferable with 2 years of experience.

Experience in Business Development/Entrepreneurship Development/Technology Commercialization would be added advantage

### **CONTACT DETAILS**

Interested applicants can send your resume one or before 18<sup>th</sup> July 2018 to [step@psgtech.edu](mailto:step@psgtech.edu) with the subject – “Project Officer”



## **ADMIN EXECUTIVE**

### **ROLE DESCRIPTION**

Need passionate and high energy person to assist the day to day operations and maintenance related tasks at PSG-STEP. (This role is suitable for a passionate and resourceful person looking to apply their diverse skills to make a real contribution to the incubation centre)

### **DUTIES & RESPONSIBILITIES**

- Adequate understanding of admin operations and knowledge in basics of accounting and finance procedures
- Strong organizational and multitasking abilities
- Coordinating skills for the execution of programs/projects

### **QUALIFICATIONS & SKILLS**

- Any bachelor's degree with adequate computer literacy in MS Office Suite
- Good communication and interpersonal skills

### **CONTACT DETAILS**

Interested applicants can send your resume one or before 18<sup>th</sup> July 2018 [step@psgtech.edu](mailto:step@psgtech.edu) with the subject – “Admin Executive”



## **SCIENTIFIC OFFICER, BIO INCUBATION**

### **ROLE DESCRIPTION**

To provide technical, liaison and administrative support within the Bio-Incubator, business development, working in conjunction with incubatees and researchers. The project associate will have the responsibility for day-to-day operations of the incubation facility. (This is high engagement role suitable for a passionate and resourceful person looking to apply their diverse skills to make a real contribution to the incubation centre)

### **DUTIES & RESPONSIBILITIES (Reporting to Project Officer)**

- Possess well developed documentation skills, including process mapping, and a strong commitment to meeting deadlines
- Technical knowhow of managing a full-fledged laboratory in the Bio space and familiarity with handling various biological laboratory equipment
- Outcomes focused with an ability to coordinate multiple initiatives
- Comply with Bio Incubation Centre Health and Safety Policies and Procedures
- General project administration and coordination as required
- Supporting Project Officer in the implementation of the project
- Interact and maintain relationships with startups, innovators researchers and mentors

### **KEY SKILLS/ ABILITIES**

- Aptitude for working in core biotechnology domain
- Self-starter, capable of taking initiatives and making decisions in a collaborative manner
- Excellent analytical and problem solving skills
- Verbal and written communication skills

### **QUALIFICATION**

Degree in Biotechnology is preferred

### **CONTACT DETAILS**

Interested applicants can send your resume one or before 18<sup>th</sup> July 2018 – “Scientific Officer - Bio Incubation”



## **PROJECT ENGINEER - ELECTRONICS**

### **ROLE DESCRIPTION**

To provide technical, liaison and administrative support within the Electronics Incubator, business development, working in conjunction with incubatees and innovators. The project associate will have the responsibility for day-to-day operations of the incubation facility. (This is high engagement role suitable for a passionate engineer looking to apply their diverse skills to make a real contribution to the incubation centre.

### **DUTIES & RESPONSIBILITIES (Reporting to Project Officer)**

- Practical experience in electronics circuit system design, measurement instruments, testing equipments and tools
- Familiar with basic engineering concepts, hands-on exposure in dealing with sensors, transducers, actuators, electrical /electronic PCB circuits, micro controllers, programming and interfaces
- Hands-on experience in debugging embedded microprocessor systems, soldering equipment and process
- Supporting incubatees with the usage of equipment and tools during design and prototyping activities
- Liaising with suppliers and manufacturers in purchase of equipments and components

### **KEY SKILLS/ ABILITIES**

- Aptitude for working in core electronics domain
- Must have willing to learn new frontiers and apply knowledge
- Self-starter, capable of taking initiatives and making decisions in a collaborativemanner
- Verbal and written communication skills; proven aptitude for analytical and problem solving skills.

### **QUALIFICATIONS**

Degree in Electronics and Communication is preferred

### **CONTACT DETAILS**

Interested applicants can send your resume one or before 18<sup>th</sup> July 2018 [step@psgtech.edu](mailto:step@psgtech.edu) with the subject – “Project Associate- Electronics Incubation”