

ABOUT THE ORGANIZATION:

The BioNEST incubator at Sri Ramachandra Institute of Higher Education and Research (SRIHER), is a Healthcare Centered incubator with state of the art facilities that include access to a 1200 bed tertiary care hospital, a full-fledged clinical trial division, a GLP accredited small animal facility, and multiple research laboratories spread across twelve constituent faculties. We provide scalable office/laboratory space, tailored mentorship, and institutional support services. Our focal areas include Clinical Validation of Medical Devices, Point of Care Diagnostic Kits, Nanotechnology and Artificial Intelligence (AI) / Machine Learning (ML) based tools in healthcare.

Applications are invited for the following positions at the Sri Ramachandra Innovation Incubation Centre (SRIIC)

PROJECT CO-ORDINATOR/ TECHNICAL MANAGER JOB DESCRIPTION:

- Ensure smooth day-to-day overall functioning of the incubation centre, by coordinating with Administration, Marketing, Finance, Laboratory, Hospital and Human Resource divisions.
- Closely work with the SRIHER BioNest CEO and leadership team of the incubator. She/he will report directly to the CEO of the incubation centre.
- Work with incoming incubatees/start-ups according to the SRIHER BioNest incubator policy framework to assess progress and measure deliverables.
- Organise events, seminars, and workshops for building capacities and sharing sector specific requirements for incubation.
- Ensure coordination with relevant team members within the organization for event participation.
- Implement efficient progress tracking mechanisms to assess programs, events, and incubator performance and present the same to the management.
- Assist in proposal development for seeking extra-mural grants and investor investments.
- Work closely with the marketing team to enlist and enrol incubators/start-ups for the SRIHER BioNest Incubator.
- Work with the Legal and Compliance Officer to review budgets and record all financials.
- Monitor business performance of portfolio start-ups, interface with other stakeholders and provide industry connects.
- Study key sectors and generate insights, use-cases, and industry analyses for internal and external use.
- Manage and support internal and external communication as per the predefined communication protocol.
- Interact and maintain relationships with investors, mentors, and partners.
- Undertake work-related travel within India as deemed necessary by the management.
- Any other related work as may be assigned from time to time.

Qualifications: Masters degree in Sciences/Engineering with previous experience in project co-ordination in Healthcare /Biotechnology or other industry related domains.

MARKETING/DIGITAL MEDIA COMMUNICATION EXECUTIVE

- Manage the SRIHER-BioNest incubator website with appropriate updates on a periodic basis in close collaboration with CEO and Technical Manager.
- Optimize content on the website for circulation across social media platforms.
- Plan and execute digital marketing campaigns for incubator capacities and trainings across multiple digital/media platforms.
- Work with various content formats such as blogs, videos, audio podcasts, etc.
- Track the website traffic flow.
- Implement and analyse performance metrics across all digital/media platforms.
- Preparing and sharing press related communications; coordinating with print/digital media on incubator related events.
- Liason with other incubators and create collaborative platforms for joint activities.
- Follow up on bills/invoices for all marketing activities.
- Provide internal reports on a regular basis.
- Any other related work as may be assigned from time to time.

Qualifications: Masters degree in Communication/Management with previous experience in Marketing/Digital Media Communication.

LABORATORY TECHNICIAN

- Maintain equipment inventory, including routine calibration checks and follow up on equipment repairs.
- Assist senior scientists in conduct of laboratory analysis following Standard Operating Procedures.
- Maintain documentation pertaining to requests for tests, volume of tests, reporting of results including creation of data back-ups.
- Adhere to good laboratory practices in the conduct of routine tasks.
- Provide administrative assistance in terms of following up on requests , reports etc,
- Maintain a clean and safe laboratory environment for all occupants of the incubator.
- Follow all relevant health and safety rules and regulations.
- Assist in training of new laboratory personnel under the supervision of concerned scientists.
- Any other related work as may be assigned from time to time.

Qualifications: Bachelors degree in Sciences/ Engineering with previous experience in laboratory analyses and/or operation of high-end analytical equipment.

SECRETARY/ FRONT DESK RECEPTIONIST:

- Coordination and scheduling travel, meetings, and appointments.
- Preparing agendas and schedules for meetings, conferences, and other assigned events; take and distribute minutes or other notes as requested.
- Answer and transfer phone calls; screening when necessary.
- Perform other general clerical and secretarial duties as assigned, which may include but not limited to recordkeeping, maintaining office supplies, coordinating equipment maintenance, and handling correspondence and packages.

Qualifications: Bachelors degree in any subject with previous experience as front desk receptionist/ secretary and basic knowledge of Microsoft Office. Must be able to effectively communicate in English, Tamil and Hindi.

Note:

Last date for applications: 11th September, 2021.

Send a detailed CV to skillsource@sriramachandra.edu.in with your name and position for which you are applying in the subject line.

Positions are contractual for a period of 2 years with provision for extension.