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 collaborativemanner
- 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 18th July 2018 to 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 18th July 2018 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 18th 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 18th July 2018 step@psgtech.edu with the subject – “Project Associate- Electronics Incubation”