

Job Description

Title: Project Associate - BeST

Type of Position: Full Time (Contractual)

Reports to: Head Operations

Location: Bengaluru

To Apply: Send mandatory cover letter and detailed resume to office.best@iisc.ac.in via email with a (Subject line: Application for Project Associate, BeST cluster)

BeST Overview

Establishing a sustainable innovation ecosystem requires a well-connected network of entrepreneurs, domestic and foreign private enterprises, educational and research institutions, government agencies, investors, business incubators, and technology and business mentors. This need has led to the establishment of regional innovation clusters in many parts of the world. Such innovation clusters bring together capital, expertise, and talent to foster technological breakthroughs. Innovation clusters are uniquely distinctive in their structure and operating model. The Bengaluru Science and Technology (BeST) Cluster aims to distinguish itself by aspiring towards the following overarching goals:

- Building an active network of research institutes, companies, NGOs and government bodies to promote knowledge sharing, cross-fertilization of ideas, and co-innovation (Collaboration).
- Identifying and resolving socially relevant problems, through active coordination with government organizations and NGOs (Responsiveness).
- Accelerating regional scientific and technological progress, and improving the regional innovation ecosystem, by facilitating a wider range of research initiatives, better access to funding opportunities, and greater networking and career opportunities for student communities (Competitiveness)
- Inspiring new products and technologies by coordinating efforts and financial resources and effective integration of intellectual and financial resources to create a new generation of innovative businesses (Innovation)
- Gaining a competitive advantage by improving internationalization and boosting visibility (Globalization)
- Promoting economic growth in the state by contributing to an increase in employment and intensification of entrepreneurial activity, and accelerating the inflow of foreign investment (Sustainability)

BeST is part of the Science & Technology clusters area major initiative under the Prime Minister's Science, Technology, and Innovation Advisory Council (PM – STIAC). The Bengaluru cluster has is being incubated by the Indian Institute of Science, Bengaluru. To further this mission, BeST is recruiting for the position of Administrative Assistant. Please see description below.

Roles and Responsibilities

We are looking for a responsible Project Associate (PA) to work under the supervision of Head Operations at the Bangalore Science and Technology Cluster (BeST) for ensuring smooth operations of the cluster.

Key responsibilities include:

- Disseminate information to internal and external stakeholder on various activities which the cluster will undertake in furthering the objectives of the cluster.
- Coordinate with internal and external stakeholders to organize meetings, events, seminars, etc.
- Assist the cluster in its reporting and compliance obligations to statutory and non-statutory bodies.
- To develop and maintain an efficient filing and archival system for all the essential documents and other artefacts.
- Liaise with other Government bodies.
- Assist in the commercial operations of the cluster.
- Assist in the vendor management operations of the cluster.
- Assist in the human resources functions of the cluster.
- Assist in smooth operations of the information technology systems of cluster.

Skills and Competencies

- Proven experience as a Project Associate, Virtual Project Associate or project coordinator
- Should be able to compose grammatically correct and simple to comprehend documents (letter, emails, reports, etc.) in English.
- Knowledge of office management systems and procedures.
- Working knowledge of office automation systems.
- Be conversant with Office Productivity software.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational skills with the ability to multi-task.
- Basic Knowledge of designing posters, flyers, newsletters for announcements.
- To understand the working of ERP modules for working with organizational resources.

Education and Experience

- Minimum degree required is Graduate (Science field preferred).
- 5+ years of experience in academic institutions or Corporates as project associates, executive assistant, etc.
- At least 4 years' experience as Project Associate with experience in interfacing with senior management team.
- Candidates whose prior work experience have an excellent match with the skills and competencies would be considered for the position, even if there are some variations in their education and experience parameters.
- Applicants must submit a cover letter and resume via email to office.best@iisc.ac.in (Please specify the subject line as: Application for Project Associate, BeST cluster).

