

About TREC-STEP and C-TIIC

Recently TREC-STEP has been selected as the first Incubator for scaling-up its operations to world-class standards, under the NITI Aayog's Atal Innovation Mission – Existing Incubation Centre, AIM-EIC Project. So, with 3 decades of Business incubation experience, TREC-STEP is now expanding its Incubation presence and has launched its Chennai Innovation and Technology Incubation Centre, CI-TIC at Taylors Road, Kilpauk, Chennai. For this Centre we are looking at qualified manpower to take forward the committed mandates of TREC-STEP, towards promotion of innovative, high tech and high growth ventures that create new jobs and economic prosperity for our country.

1. Incubation Centre Coordinator, Chennai

TREC-STEP is looking for a dynamic Incubation Centre Coordinator, who shall be responsible for overall office administration, routine management and upkeep of the Chennai Innovation and Technology Incubation Centre's, CI-TIC, facilities, providing assistance for organizing various events and workshops, travels of staff and participants and other backend supports. This post is vital for the smooth functioning of the CI-TIC in an efficient manner, extending world – class services to aspiring entrepreneurs in their journey to success, globally.

Responsibilities

- Incubation Infrastructure - Regular upkeep, attending to any repairs & maintenance, addressing any problems and complaints.
- Assisting in documentation for Procurement of office & common usage equipment, furniture, office consumables as per TREC-STEP's internal policies.
- Support for organizing Events - Provide administrative support, plan logistics and on-site event coordination.
- Office administration - maintaining records related to office administration, purchases, coordination for travels and logistics for events, business trips, Office upkeep, putting security checks and controls in place for safety of office and incubator properties, organising security permits for Incubation Centre Staff and Incubatees.
- Support the preparation of reports as required by TREC-STEP, Trichy, from time to time.

Qualification and Requirements

- Minimum bachelor's degree. Work experience in an administration role for 3+ years.
- A specialised course in management or administration will be desirable.
- Excellent written and verbal communication skills.
- The person should be a dynamic, with good social and interpersonal skills and proactive in meeting the requirements of the role in a timely manner.

The position is for 3-years on contract basis with possibility for extension based on performance.

Interested Candidates are requested to kindly send in your Application and Resume, super-scribing the cover with the post applied for, as 'Application for **Incubation Centre Coordinator**' to the address below or e-mail to info@trecstep.com

The General Manager,
TREC-STEP, Thuvakudi,
Trichy – 620015.

To reach us **on or before 11th May 2018**