

Program & Operations Associate at IITB Trust Lab

- **About:**

IIT Bombay's Trust Lab aims to develop state-of-the-art theories and practices in digital trust frameworks in academia, industry, and government. It will develop processes for seamlessly translating science to technology, synergies between various pockets of excellence already present in the country through TrustNet, and develop resources for digital enterprises. This role is meant to run a smooth execution of administrative activities of the Lab in a timely and efficient manner.

- **Position Title: Program & Operations Associate**

- **Duration: (89 days / 1 year):** 1 Year

- **Reporting to:** Program Manager, IITB Trust Lab

- **Salary Band:** PR-A3 (25200-50400) + 5000 OCA if applicable

- **Key responsibilities:**

- Smoothly run the operations activities of Trust Lab in a timely and efficient manner & assist in the program management.
- Complete operational requirements by scheduling and assigning administrative projects and expediting work results.
- Running the systems and the processes designed by the Program directorate to manage resources – human, financial, and physical.
- Support teams by performing tasks related to organization, events, and strong communication.
- Keeping and maintaining the inventory stock available at the Lab
- Ensure equipment operation by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Use the ERP system to adhere to the processes
- Assist in the execution of boot camps, workshops, networking events, invited talks, exhibitions, etc.
- Creating & managing the database and managing the network of stakeholders – participants, mentors, faculty, investors, incubators, centers of excellence, etc.

- **Desired Experience:**

- Graduate degree in any discipline, Post-Graduation Preferred.
- Post-degree work experience of a minimum of 4 years in case of Master's degree (minimum 6 years in case of Graduation) in a technical institute, startup company, or innovation/incubation/R&D center.
- Demonstrated capability in working operations or program management office.
- Knowledge of Office software (MS Word, Excel, PowerPoint) and business software (MS Project, Salesforce, etc.)
- Knowledge of working with ERP Systems is considered a plus
- Excellent written and oral communication skills and interpersonal management skills.

- The ability to work in a startup-like environment is considered a plus.

General information:

The position is contractual for a period of 1 year but renewable as per Institute's guidelines and tenable only for the duration of the project. The selection committee may offer a lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.