Job Title	Manager (Communications)
Job Code	SIIC-Mgr-COMM

Reports to	CEO/COO	**Location**	Kanpur (Uttar Pradesh)
Job Type	Full-time, permanent	**Tenure**	1 Year

Salary Range	Up to 8 Lpa
Last Date to Apply	April 30,2022
Responsibilities	• Create communication and marketing strategies for new products, launches, events, and promotions. • Maintain a strong relationship with the key stakeholders at select client organizations • Liaison with the assigned government agencies for project execution, and relation management • Develop overall Communication Strategy to ensure communications consistency and active engagement among different stakeholders • Process owner for the awareness and proliferation of organizational brand • Lead and support internal and external communication; monitor, analyse and improve media impact • Manage the agencies for amplifying opportunities for positive Public Release • Develop communication materials like newsletters, blogs, press releases, and similar marketing materials • Coordinating with different teams to proactively generate new ideas, innovative strategies, and necessary content • Lead and support other activities as assigned.
Eligibility	• Bachelor's degree in communications, journalism, public relations or relevant field from reputed National/ International University/Institute • 3-5 years of experience in design, communications, or related field.
Desirable	• Strong knowledge of communication practices and techniques. • Outstanding written and verbal communication skills. • Up to date on industry trends and able to stay ahead of the curve. • Excellent organizational and project management skills and ability to meet deadlines • Proficiency with computers, especially writing programs, such as Google Docs and Microsoft Word, Excel, Outlook, and PowerPoint
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams
Communication	**Email** your **current resume** with a cover note highlighting their relevant experience and strengths for this position and **your latest passport-size photograph** with the **job code in the subject line** and the **following details** to **hr @ siicfirst . com** **Note: Applications/Resumes sent to any other mail id SHALL NOT be accepted.**

	• Total experience: • Total relevant experience: • Current Organization: • Current Location:	• Notice period: • Current CTC: • Expected CTC: (Negotiable/ Non-negotiable)

Startup Incubation and Innovation Center

SIDBI Building, Sixth Avenue, IIT Kanpur, Kalyanpur,
Kanpur Nagar, Uttar Pradesh, India - 208016.

Phone: (+91) 512 2597057 | Email: hr@siicfirst.com | website:www.siicfirst.com