

MaDeIT Innovation Foundation

(A Section 8 Company under Companies Act,2013)

Regd.Office: 3rd Floor, Laboratories Complex, IIITDM Kancheepuram campus,

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127.

Ph: +91 44 2747 6319/6366 Website: www.madeit.iiitdm.ac.in

MaDeIT-Recruitment-01/2022-23

Date: 27.04.2022

Applications are invited for the positions of JUNIOR ASSISTANTS

MaDeIT Innovation Foundation is a design-driven Technology Business Incubator of IIITDM Kancheepuram. It is a non-profit Section 8 Company established in 2016 with grant from NSTEDB, Department of Science and Technology, Govt of India. MaDeIT supports new product development and new venture creation in the Manufacturing, Automotive, Energy and Healthcare domains. MaDeIT wishes to recruit passionate individuals with a learning attitude who is interested to work in a nurturing environment for entrepreneurs.

Name of the post	Junior Technical Assistant
Number of post	One
Key Responsibilities	<ul style="list-style-type: none">• Maintain the IT infrastructure and equipment in the incubator, licenses, and service contracts; Troubleshooting and user support• Liaise with vendors to fix hardware, software and network problems• Inventory management• Liaise with technical staff of IIITDM Kancheepuram and be the key contact point for incubatees for technical requirements• Digital Marketing and communication network management, Promotional campaigns, Social media campaigns, Brochure design and Video editing• Bring new ideas and support inbound and outbound lead generation for campaigns, events, bootcamps, etc.,
Essential Qualifications	B.Sc/ M.Sc/Diploma (IT & Computer Science)/BCA/MCA from a recognized University/Institute
Essential Experience	<ul style="list-style-type: none">• Three to Six months of experience in managing IT infrastructure (network, hardware and software); Website development and maintenance• Sound knowledge of MS-Office (Power point, XL and Word)
Desired Experience	<ul style="list-style-type: none">• Handling of Digital marketing and Promotional campaigns• Experience in graphic and communication design with emphasis on digital & new media design• Proficiency in Adobe Creative Suite (Photoshop, Illustrator & InDesign etc.,)• Experience in managing social media tools (websites, Facebook/ LinkedIn/ Twitter/ Google+ pages, blogs, newsletters, etc.,)
Salary Range	Rs 10,000-15,000 per month, consolidated salary, depending on experience

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Name of the post	Junior Office Assistant (Accounts & Admin)
Number of post	One
Key Responsibilities	<ul style="list-style-type: none">• Manage the book of accounts as per the statutory requirements• Performing daily financial transactions such as verifying, calculating, and posting accounting data• Create financial statements (P&L and Balance Sheet)• Providing support and assistance to the tax accounting function• Filing GST returns and compliances• Asset management of the organization• Event management• Liaise with staff of IIITDM Kancheepuram for the maintenance of physical infrastructure of the incubator
Essential Qualifications	B.Com/BBA from a recognized University/Institute
Essential Experience	<ul style="list-style-type: none">• Three to Six months of experience in managing accounts and administration activities of an organization• Familiarity with Tally software and MS-Office (Power point, XL and Word)
Salary Range	Rs 10,000-15,000 per month, consolidated salary, depending on experience

The posts are contractual for a period of 1 year with a possibility of renewal based on satisfactory performance. The role will be based out of MaDeIT office at IIITDM Kancheepuram, Chennai, off Vandalur-Kelambakkam Road. No TA/DA will be paid for attending the interview.

Interested candidates may email their CV to incubation_madeit@iiitdm.ac.in by May 4, 2022. Freshers having internship experience in the above mentioned fields are also encouraged to apply.