



IIT Mandi iHub & Hci Foundation
Technology in Harmony with Human Needs

**ADVERTISEMENT
FOR
JUNIOR EXECUTIVE
AT
IIT MANDI IHUB AND Hci FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus**

About IIT Mandi iHub and Hci Foundation: **About iHub:** IIT Mandi iHub and Hci Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is **“Human-Computer Interaction.”** The vision of the iHub is to be an internationally recognized hub that nurtures Hci research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the position of Junior Executive

No of Positions: 02

Apply Here: <https://xt9iuyp9fqg.typeform.com/to/z1aa4fs>

The Role

We are seeking a proactive Junior Executive to take charge of key tasks in our Incubation and Procurement departments. The ideal candidate will oversee the operational activities in incubation management and procurement processes, ensuring efficient execution, streamlined coordination, and the successful implementation of initiatives across both areas.

Responsibilities:

- Take charge of incubation activities, including onboarding and supporting incubatees.
- Coordinate with internal teams to ensure the smooth execution of programs and services.
- Maintain accurate proper database and records and of incubator activities, track progress, and support documentation.
- Coordinate events, workshops, and other activities related to incubation.
- Handle all communication and close engagement with incubated startups.
- Administer the procurement process by sourcing suppliers, obtaining quotations, and preparing purchase orders.
- Maintain and update database of suppliers and vendors for various goods and services.
- Understand procurement needs and ensure timely procurement of resources.
- Conduct vendor evaluation and ensure compliance with procurement policies and regulations.

Essential Qualification:

Position	Qualification	Years of Experience
Junior Executive	Bachelor's degree with a minimum of 55% marks.	2-3years
	Master's Degree	Minimum 1 year

Desirable Experience:

- Previous experience in MIS and data management.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Attention to detail and accuracy in managing records.
- Ability to prioritize tasks and meet deadlines.
- Professional and approachable demeanor when interacting with stakeholders.
- Ability to work independently and as part of a team.

Remuneration:

INR 20,000/- to INR 25,000/- per month based on experience.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCl Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiitmandi.in

Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions.