

International Management Institute, Kolkata

Job Profile: Coordinator - Local Business Accelerator & Entrepreneurship

Job Description

Below mentioned are an academic year activities

Local Business Accelerator

1. On-Board 25 Small Scale Companies in and around Kolkata for Local Business Accelerator Course
2. Regular company visits, communication and engagement
3. Local Business Accelerator Challenge-I (10 Weeks) (September to December)
4. Local Business Accelerator Challenge-II (10 Weeks) (December to March)
5. Arrange the Evaluators for Local Business Accelerator Course
6. Weekly Update on Progress of Local Business Accelerator Course

Stakeholder Orientation and Coordination

1. Coordinate with faculty for maintaining liaison with MSME partners
2. Get monthly scores from MSME partners and qualitative feedback on individual student's performance and transfer to PGDM office
3. Close coordination with PGDM office and placement office (in case of internship opportunities)

Entrepreneurship and Innovation (Operational Assistance)

1. Operational assistance to faculty in conducting two entrepreneurship summits in an academic year
2. Coordination with IIC and E-Cell team for information upload, designing and executing the events

Incubation Centre (Assistance Role)

1. Assist in accelerating and handling Incubation Centre activities
2. Assist in raising funding for Incubation Centre
3. Assist in conducting and updating the Centre for Innovation and Entrepreneurship activities on website

Recommended Compensation Range: 35000 per month + 8000/-transportation charges

Desired Experience: Minimum One year in Sales and Facing Clients