

Startup Incubation & Innovation Centre, IIT Kanpur Invites applications for

“Executive Secretary to Director”

Job Title	Executive Secretary to Director		
Job Code	SIIC-ES-DR		
Job Type	Contractual	Location	Kanpur (Uttar Pradesh)
Job Description	Provide executive-level secretarial and administrative support to the Director, including managing schedules, meetings, and official correspondence. Act as a key liaison between the Director and internal and external stakeholders, maintain confidential records, and ensure timely coordination, follow-ups, and smooth day-to-day operations.		
Responsibilities	<ol style="list-style-type: none">1. Provide high-level administrative and secretarial support to the Director.2. Manage the Director’s calendar, meetings, appointments, and travel schedules.3. Draft, review, and manage official correspondence, emails, notes, reports, and presentations.4. Act as a point of contact between the Director and internal/external stakeholders.5. Prepare meeting agendas, minutes of meetings (MoM), and ensure follow-up on action items.6. Maintain confidential records, files, and sensitive information with discretion.7. Coordinate with departments to ensure timely flow of information to the Director.8. Assist in preparing reports, briefs, and documentation for reviews and decision-making.9. Support smooth office operations and special assignments as directed.		
Travel	As and when required.		
Eligibility	<ul style="list-style-type: none">• Post-Graduation mandatory (MBA / MA / M.Com or equivalent preferred)• Minimum 3–5 years of proven secretarial / executive assistance experience, preferably supporting senior leadership.		

Desirable	<ul style="list-style-type: none"> • Excellent written and verbal communication skills (English mandatory). • Strong organizational, coordination, and time-management skills. • High level of professionalism, confidentiality, and attention to detail. • Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). • Ability to handle multiple priorities and work independently under pressure.
Communication	<p>Apply now: https://forms.gle/pfYKsKjimmuLdyrp7</p> <p>Note: Applications without job code won't be accepted</p>