

Terms of Reference

About Medi valley Incubation Council

The innovation arm of the pioneering medical device manufacturing ecosystem, the Andhra Pradesh MedTech Zone (AMTZ), Medi Valley Atal Incubation Centre is funded by NITI Aayog under the Atal Innovation Mission. Medi Valley is the only facility in the country dedicated to health technology and located within the medical devices manufacturing epicenter. Mentored by stalwart researchers, technology and innovation champions, leading manufacturers and eminent policy makers, Medi Valley handholds innovators along all stages from ideation to manufacturing. Enabling full access to AMTZ and its group of institutions, scientific, regulatory, manufacturing and trade facilities, Medi Valley is the only one of its kind in MedTech, Techno-Business Incubation, Need and Priority based Innovation and beyond.

Medi valley Lab's accreditation from NABL, BIS, and CDSCO is a testament to its commitment to quality, safety, and regulatory compliance in the field of medical testing and healthcare services. Medical Technology Innovation is a multidisciplinary approach in encompassing aspect of several fields of science and engineering. Medi Valley has established state-of-the-art laboratory facility where innovators can tinker with their ideas in all domains of biomedical engineering.

Company Website:

<http://amtz.in/>

<http://kiht.in/>

<http://biovalley-amtz.in/>

<https://medivalley-aic.in/>

Job Title

Executive Associate – MVIC

1. Ecosystem understanding, robust networking, business acumen, project co ordination including but not limited to, support to Incubatees / Start-ups, Partners, Researchers by facilitating collaborative environment, hands on support, access to equipment and infrastructure, networking opportunities, technical, legal & regulatory assistance, mentorship, IP Management & scaling up for manufacturing and promote continuous learning, manage programs, events & projects.
2. Create SOP's, train technical staff and manage them for efficient delivery of technical Services.
3. Troubleshoot problems with instruments with the help of authorized application scientists or engineers. Share responsibilities in organization of various training courses conducted by MVIC.
4. Efficiently manage and update the CEO's calendar and CEO office management to ensure smooth coordination of meetings, events, and travel of the team.
5. Oversee and streamline procurement of departmental requirements, including

6. Vendor management, purchase orders, and compliance with policies.
7. Plan, execute and monitor projects/ events to achieve objectives on time and within budget, fostering team collaboration.
8. Coordinate regular facility inspections and maintenance, ensuring a safe and efficient working environment.
9. Arrange comprehensive travel and logistics for Medi Valley Incubation Council office, managing expenses and ensuring adherence to company policies.
10. Maintain organized and secure records of all the projects and meetings.

Qualification & Experience

1. Qualification: Bachelor of Arts
2. Experience: Minimum 5+ years of experience in the relevant field
3. Technical Skill Set: Documentation, organization of meetings, project management, HR Management.
4. Must have domain expertise in Office Management.
5. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
6. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
7. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
8. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
10. Willingness to Travel.
11. Age up to **40** years.