

Terms of Reference
About Bio Valley Incubation Council (BVIC)

Bio Valley Incubation Council (BVIC) is a BIRAC Bio NEST incubation arm of AMTZ's unique ecosystem that aids start-ups by supporting their product development from Laboratory to Venture, market access assistance and offers the right platform to launch their products with better product realization and commercial success. Built in a 22,500 sft structure, it is a BIRAC-funded BioNest Incubator with DSIR (Department of Scientific and Industrial Research) Recognition located in the Andhra Pradesh MedTech Zone (AMTZ) in Visakhapatnam. It is the only Incubation hub that is a sublime combination of both Biotechnology and Medical Technology. It aims in promoting and supporting Medical Technology through Research & Development, Testing, Financial Assistance, etc. It houses laboratories such as 3D Bio-printing, Regenerative medicine facility, Stem cell culture facility, ISO 14644-1 Class 7 & Class 8 Clean room facilities, Design laboratory, Testing and Calibration laboratories. The programme guarantees that the correct combination of expert mentorship and access to venture capital is provided with Research & Development facilitation, Testing infrastructure, industry-academia collaboration, and so on, in the creation of a platform to incubate emerging ideas to support from lab to venture thus supporting in significant reduction of import dependency in the Healthcare sector..

Company Website:

<https://www.amtz.in/>

<https://kiht.in/>

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

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

Job Titel
Executive Office Associate - BVIC

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1. Ecosystem understanding, robust networking, business acumen, project co-ordination including but not limited to, support to Incubates/ 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. Efficiently manage and update the CEO's calendar to ensure smooth coordination of meetings, events, and travel of the team/ associated stakeholders of Bio Valley Incubation Council.
4. Oversee and streamline procurement of departmental requirements, including vendor management, purchase orders, and compliance with policies.

5. Coordinate regular facility inspections and maintenance, ensuring a safe and efficient working environment.
6. Arrange comprehensive travel and logistics for Bio Valley Incubation Council office, managing expenses and ensuring adherence to company policies.
7. Maintain organized and secure records of all the projects and meetings, ensuring compliance with legal requirements and facilitating easy retrieval.

Qualification & Experience

1. Qualification: Masters/ Bachelors degree in Life Sciences & Management/ Life Sciences/ Biomedical technology.
2. Experience: Minimum 1 to 3 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 & Age up to 30 years.