



## **RECRUITMENT NOTIFICATION**

**Osmania Technology Business Incubator (OTBI)**, an initiative of **OU Idea Labs Foundation** is looking to hire highly energetic professionals for some key roles.

- 1) **Chief Operating Officer (COO)**, who shall be primarily responsible for leading the incubator operations. He will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing and development of the Technology Business Incubator
- 2) **Manager – Incubator Operations** – He / She shall ensure adequate support to the incubates and enable them. He / She will be primarily responsible to drive and oversee OTBI's Cohort Program; manage processes transforming incubates to enterprises
- 3) **Marketing / Branding Manager** – He / She shall ensure adequate visibility for OTBI at all forums. The incumbent must communicate the vision, mission, goals, and objectives and comes out with online and offline collaterals for different contexts including website and social media content
- 4) **Community Manager** – He / She is expected to collaborate with other stakeholders in the value chain to enhance the success ratio of Incubates of OTBI; coordinate entrepreneurial events, conduct competitive events, and attract new entrepreneurs from different segments.

Applicants for ALL positions should mandatorily have the below skills:

- Should have excellent communication and writing skills in English
- Very organized, reliable and excellent interpersonal skills
- Passionate about technology and the way today's entrepreneurs are shaping the future
- Excited about what we do and eager to learn the incubation business quickly
- Highly focused attention to detail and ability to multi-task in a high-paced environment
- Ability to undertake projects and produce quality and timely results
- Strong skills in Microsoft Suite (Word, Excel, Outlook, PowerPoint) programs and Google apps

Compensation shall be commensurate with the skills, experience and attractive for the right candidate. Interested professionals may send resume to [careers@osmaniatbi.org](mailto:careers@osmaniatbi.org) by mentioning the POSITION applied in the SUBJECT LINE

Sd/-  
Executive Director  
OU Idea Labs Foundation

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