

## Position for office manager

NanoKriti welcome to new people with our journey in cleaning the environment. Nanokriti is start-up incubated at TBIF, IIT Ropar and supported by National Mission on Interdisciplinary Cyber-Physical Systems (NM – ICPS) by the Department of Science and Technology, Government of India. Nanokriti makes nanobubble generator machines for various applications in agriculture and water treatment. We are expanding every day in the new applications ranging from water treatment to health care applications. Candidates interested in the revolutionary technology; we provide platform to grow professionally. NanoKriti believe in equal opportunity irrespective of gender, race, nationality, physically disabled, religion etc.

## Job responsibilities

### Managerial Responsibilities

1. Oversee the ongoing day-to-day operations of the company.
2. Oversee internal and external communications, schedule meetings and appointments.
3. Organise company operations and procedures to improve efficiency.
4. Create informative content for company's website, social media, blogs, press releases, flyers, advertisements etc.
- 5.

### Financial and Accounting Responsibilities

**Supervise** financial accounting, inventory management and procurement.

### Skills

1. Good communication skills with clarity in thinking.
2. Good analytical, reasoning and problem-solving skills.
3. Writing, editing, proofreading, layout and design, professional printing/publishing.
4. Good Interpersonal and negotiation skills.
5. Self-motivated, wide degree of creativity.

### Qualification

1. Bachelor's degree in any field.

### Salary

12 K/25K (depending on the position)

Email your CV at [n.nirmalkar@iitrpr.ac.in](mailto:n.nirmalkar@iitrpr.ac.in)