



Executive Hiring - iGEIC/Executive/02/2025  
Project Management

Date: 21<sup>st</sup> March 2025

### NOTIFICATION

India Graphene Engineering and Innovation Centre is looking to hire Project Management Executive. Interested candidates may please contact [hr@igeic.org](mailto:hr@igeic.org).

JOB DESCRIPTION			
<b>Job Title</b>	Executive/Specialist - Project Management	<b>Requirement Type</b>	1 Year Fixed Term Contract (Potential of permanent absorption based on performance)
<b>Job Location</b>	Pan India (Bangalore preferred)	<b>Requirement Level</b>	TBD
<b>Hiring Manager</b>	Head –Operations	<b>Primary Skills</b>	Project management executive with good organizational, communication, time management, and problem-solving skills, along with the ability to coordinate teams and manage project timelines
<b>Business</b>	Project Management	<b>Skill Category</b>	Junior Level Project Management

### ABOUT INDIA GRAPHENE ENGINEERING AND INNOVATION CENTER (iGEIC)

India Graphene Engineering & Innovation Centre (iGEIC) is a section 8, not-for-profit graphene translational research and manufacturing company, headquartered in Bangalore, Karnataka, with research facility in Trivandrum, Kerala India.

The mission of the company is to nurture emerging graphene technology, revolutionize graphene research, and create a commercialization eco-system for adoption of graphene technologies at scale.

Founded in 2023, India Graphene Engineering & Innovation Centre aims to develop graphene applications around programs of National significance launched by honourable Prime Minister of India. Applications including conveyance system for water & green energy, barrier coatings, edge devices, supporting government programs like, Jal Jeevan Mission, Ayushman Bharat Digital Mission, Self-Reliance in Aerospace & Defence, and Net Zero & Energy Transmission program.

In collaboration with industry, academia, SMEs, start-ups, India Graphene Engineering & Innovation Centre will launch targeted translational graphene programs for commercialization.

India Graphene Engineering & Innovation Centre (iGEIC), is the delivery partner for Program Graphene Aurora, with Digital University Kerala. Program Graphene Aurora is an approved program under Ministry of Electronics & Information Technology, Government of India (MeitY). The translational research facility is located at Digital University, Kerala.

### JOB POSITION

This position focuses on supporting project planning, execution, and monitoring activities, ensuring smooth coordination among teams and stakeholders.

The candidate would be required to co-ordinate between various departments and create essential project progress reports and dashboards.

#### Core competencies & Responsibilities

- Project management tools and methodologies.
- Team collaboration and stakeholder communication.
- Assist in project planning, scheduling, and documentation.
- Track project progress and update timelines using project management tools.
- Coordinate with internal teams, vendors, and stakeholders.
- Support in preparing reports, presentations, and performance metrics.
- Learn and apply industry-standard project management methodologies

### QUALIFICATION & EXPERIENCE

- 3-4 years' experience in Project Management.
- Graduate degree (Technology, Business Management, or a related field preferred).

**Please Note:** Qualification & Years of Experience may not be a barrier for the right candidate.

### ADDITIONAL JOB REQUIREMENTS

- Strong written and verbal communication, data analysis, and stakeholder engagement skills.
- Ability to manage expectations and interact effectively with senior leaders.
- Strategic thinker with sound judgment and a proactive approach to complex issues.
- Committed to accountability, excellence, and fostering a strong organizational culture.
- High integrity, strong work ethic, and dedication to diversity and IGEIC values.
- Adaptable to change with the ability to navigate transitions effectively.
- Occasional travel required.