

International Centre for Entrepreneurship and Technology, (iCreate)
(An initiative of Gujarat Foundation for Entrepreneurial Excellence, A Section 8 Company)

Job Title:	Admin Executive	Required Experience:	Min 2 years in relevant profile
Department:	HR & Administration	Compensation:	Best in the industry & as per the position requirements
Reports to:	Head of the Department	Working Hours:	09:30 am to 05:30 pm (including the Lunch Break)
Educational Qualification:	Graduate or Post graduate degree	Work Days:	5 (Five) Monday to Friday Five Days a week (need to work on holidays if required)
Job Location:	iCreate Campus, Deo Dholera, Opp. Kensville Golf Club, Rajkot Bavla Highway, Ahmedabad – 382240.		
Staff Transportation:	Yes. Staff Bus between GMDC Building (Vastrapur) to iCreate Campus		
Joining Date:	Immediate	Vacancy:	01

Job Purpose:

The primary purpose of this position is to provide administrative support across various departments, maintain organised systems, manage office supplies, coordinate schedules, and assist with the implementation of office policies and procedures. The Admin Executive is also responsible for handling communication, managing documents, and providing general office assistance to ensure that both internal and external operations run seamlessly and effectively.

Key Responsibilities

- Oversee daily office operations, ensuring a well-organised and efficient work environment.
- Manage office supplies, procurement, and inventory to ensure availability.
- Coordinate with vendors, service providers, and campus management for office maintenance and upkeep.
- Ensure compliance with safety, security, and workplace hygiene standards.
- Arrange domestic and international travel, including ticketing, hotel bookings, and transportation.
- Handle visa processing and documentation for employees traveling abroad.
- Oversee transport and courier services for organisation needs.
- Maintain and update office records, contracts, and legal documents.
- Ensure compliance with company policies, government regulations, and industry standards.
- Assist in the preparation of reports, presentations, and other administrative documentation.
- Support planning and organising company events, meetings, and conferences.
- Manage scheduling, invitations, and logistics for business meetings.

Requirements

- Technical Skills: Strong proficiency MS office and other system software.
- Knowledge: Deep understanding of statutory practices.
- Problem Solving: Strong analytical and problem-solving skills, with a strategic mindset.
- Communication: Excellent verbal and written communication skills.

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- Ability to handle multiple tasks, coordinate with multiple teams, and work under pressure.

About iCreate

Recognised as the "Impact Incubator of the Year 2024" at the Micelio Mobility Awards and the recipient of the National Award for Technology Business Incubator 2020, iCreate (International Centre for Entrepreneurship and Technology) is India's largest incubator for transforming tech-driven startups into successful businesses. An autonomous centre of excellence supported by the Government of India and the Government of Gujarat, iCreate operates from a cutting-edge 40-acre campus at Dev Dholera in Ahmedabad.

With a high-touch, entrepreneur-first approach, it has supported over 860 innovations and secured 60+ patents, connecting startups with mentors, markets, and funding. Embedded systems and IoT are key focus areas for iCreate in domains such as electric vehicles, agritech, smart cities, health tech, industrial automation, and renewable energy. iCreate has partnerships with leading institutions in the US, Israel, and other countries, along with a strategic partnership with CSIR, India's apex organisation for science and technology, and other global institutions. For more details, please visit: [icreate.org.in](https://www.icreate.org.in)

Approved & authorised by:

Name: _____

Date: __/__/_____

Signature: _____