



**Job Details for the position of “Asst Manager / Specialist – Regulatory Services”**

<b>Job Location:</b>	Entrepreneurship Development Center 100 NCL Innovation Park HomiBhabha Road, Pashan, Pune-411008
<b>Date:</b>	Opening Date: June 04, 2021 Closing Date: June 30, 2021
<b>About the Company</b>	Venture Center is a technology business incubator specializing in technology enterprises offering products and services exploiting scientific expertise in the areas of materials, chemicals and biological sciences & engineering. Venture Center strives to nucleate and nurture technology and knowledge based enterprises by leveraging the scientific and engineering competencies of the institutions in the Pune region in India. The Venture Center is the trademark of Entrepreneurship Development Center, a not for profit company, based in Pune. For more information, go to <a href="http://www.venturecenter.co.in">http://www.venturecenter.co.in</a>

**Job Description**

We are looking for an appropriately experienced and motivated person to join our team as an Assistant Manager/ Specialist - Regulatory Services. Candidates who wish to build a career in Quality Assurance & Regulatory Services should apply. He/she will be responsible for developing in house-capabilities and networks for providing high quality advice on regulatory matters. Develop in-house capabilities and networks for advising start – ups on regulations

- Operate a regulatory advisory service for start ups
- Develop capabilities and resources to provide guidance for regulatory requirements and certifications for medical devices, food and agriculture products
- Work closely with experts, regulators etc to offer high quality advice
- Provide regulatory inputs during the early stage prototype development
- Undertake projects related to the certification of facilities as required
- Undertake hands on regulatory support activities by building and operating a versatile clean manufacturing facility for start up
- Create mechanisms to provide different certification services as and when necessary
- Assist in Clean Room development and QMS for for the same
- Maintain and update the RIFC website
- Conduct workshops and trainings to familiarize start ups/ technology



developers/entrepreneurs to regulatory requirements for their products

**Desired Education & Experience**

- Graduation/ post graduation in any discipline of Science/ engineering/ pharma or equivalent
- Having at least 4-6 year of experience in QMS processes for medical devices and Certification in QMS or equivalent will be a plus.
- Exceptional cases of pharma/ biopharma/ medical devices professionals with hands – on experience with regulatory approvals or process will also be considered
- Designation will be commensurate with background and experience

**Employment Status**

Full Time

**General requirements and expectations from Venture Center employees:**

- Venture Center is a nonprofit organization with aims to benefit society by promoting entrepreneurs and startups. Thus, Venture Center seeks employees and consultants who have a strong interest and passion in seeing technology innovators, entrepreneurs and startups succeed, and have a strong "service" ethos.
- A strong feature of Venture Center jobs is the rich learning environment and opportunity provided to employees to experiment, take initiative and be creative. The work of most employees has visible impact which can be satisfying. All employees benefit from access to high quality facilities and work environments. Compensation packages can be flexible but are often conservative due to Venture Center's nonprofit status. Employees enjoy access to benefits of NCL Staff Recreation Club.
- General requirements include: a) strong ethical standards and work ethics, b) comfort with computers, computer applications and internet, c) strong communication skills – spoken and written.
- Venture Center's working hours are 9:00 AM – 6.00 PM (Monday to Saturday) and are designed to keep operations of Venture Center convenient for the start ups, entrepreneurs, inventors and others that the organization serves. Managers in certain functions are provided the opportunity to avail of flexible hours. All jobs are located at Pune, Maharashtra, India.



- **How to apply:** Applications can be applied using this link :- [https://www.venturecenter.co.in/career\\_opportunities.php](https://www.venturecenter.co.in/career_opportunities.php)
- If you have any doubts or queries, write via email to [hr@venturecenter.co.in](mailto:hr@venturecenter.co.in) with your questions.