



Job Details for the position of Executive – Library operations

Job Location:	Entrepreneurship Development Center 100 NCL Innovation Park Homi Bhabha Road, Pashan, Pune-411008
Date:	Opening Date:- 12-Aug-22 Closing Date:- 30-Aug-22
About the Company	<p>Venture Center is a national award-winning technology business incubator. We focus on building startups that use science and technology to deliver products and services which have a considerable socio-economic impact on society. Join us if you are curious, entrepreneurial and want to make an impact.</p> <p>Venture Center is the trademark of Entrepreneurship Development Center, a not for profit incubator, based in Pune. For more information, go to http://www.venturecenter.co.in</p>

Job Description

The traditional library has undergone a massive change due to COVID and the rapid digitization of resources. We are looking new age librarian with a passion for learning to join our team.

- Create a warm and welcoming space for readers and members. Oversee the library to ensure cleanliness, order, and protection of the library's resources
- Establish and implement library policies and procedures
- Develop and organize library inventory
- Conduct regular audits and updates on database information
- Publish and update content on the website
- Develop and maintain relationships with external bodies such as vendors and suppliers
- Curate and organize library events that are engaging and suitable for the library members
- Conceptualise ways to increase library footfall by striking a balance between physical



and digital resources

- Network with other libraries, book clubs in the region to seek synergies and to publicize our library
- Work with the operations team to implement systems for the library to enhance efficient utilization of its resources

Desired Education & Experience

- Qualification: Any graduate (Bachelors/Masters in Library Science will be preferred)
- Experience: 3-6 years of Library experience
- Should have a love for reading/acquiring knowledge
- Interest in engaging with people from a variety of backgrounds (for eg: entrepreneurs, scientists etc)
- Very strong interest and skills in hands-on work in library management, and maintenance of the library.
- Strong written and oral communication skills, attention to detail, persistence, and resilience

Employment Status

Full Time

General requirements and expectations from Venture Center employees:

- Venture Center is a non profit organization with aims to benefit society by promoting entrepreneurs and startups. Thus, we look for a strong service ethos in our future colleagues.

- 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.

- 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 AM – 6.00PM (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, email hr@venturecenter.co.in