



Job Details for Executive - Front Office & Client Services

Job Location:	Pune	Job Code:	NCL-VC/0815/01
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About the Company	<p>The 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 http://www.venturecenter.co.in</p>
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Job Description

- Answer all incoming calls and handle caller’s inquiries whenever possible, re-direct calls as appropriate and take adequate messages, as well as greet, assist and/or direct students, visitors and the general public.
- Maintain the general filing system and file all correspondence.
- Handle all meeting room bookings within VC; assist in the planning of and preparation for meetings, conferences and conference telephone calls.
- Cafeteria management (deciding the weekly menu,conducting cafeteria quality survey, monthly calculation of tea/coffee/guest lunches etc.)
- Arrange travel and accommodation for team members and guests visiting VC.
- Oversee activities such as mailing list, birthday celebrations, collection of courier on behalf of VC and Incubates, distributing the same and informing the Incubates.
- Maintain and update soft board for residential clients and address service;also labeling their location as applicable.
- Provide support services in order to ensure efficient organization and execution of events.
- Support the General Manager and other staff, as well as take additional responsibilities as required.

Candidate Profile

- Any graduate with no backlogs.
- Minimum 2 years of experience in front desk management.



- Must have proficient knowledge in office administration an understanding of relevant legislation, policies and procedures.
- Candidate must have a courteous and pleasing personality, and should be willing to interact with people.

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 start-ups. Thus, Venture Center seeks employees and consultants who have a strong interest and passion in seeing technology innovators, entrepreneurs and start-ups 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 non-profit 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 AM – 5.30 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.