Job Details for Executive – IT & Hardware Support			
Job Location:	Pune	**Job Code:**	NCL-VC/0815/02
About the Company	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		

Job Description

- Responsible for setting up, operations, maintenance and troubleshooting the LAN and its various components (active and passive) at NCL Innovation Park and EDC.
- Serve as the systems administrator, manage users/ computers/ services/ software on the LAN and keep systematic and up to date records.
- Offer an ICT help desk function, assist with software and hardware deployment and provide support services to internal customers.
- Provide support in organizing and conducting events at Venture Center including support with IT systems.
- Contribute in building content and databases for the intranet sites maintained by Venture Center including those used for day-to-day management of the VC.
- Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, analyzing and recording test data.
- Respond to the needs and questions of network users concerning their access to resources on the network and the operation of various software applications.
- Train users on software and device usage.
- Oversee daily maintenance, testing, and safeguarding of network and other PC data file backup media and proper storage. Develop and communicate standards for use, operations, and security of network, personal computers, and data.

• Communicate with other teams to report and resolve hardware, software and operations problems.

Candidate Profile • Candidate possess any of the following degrees will be preferred: BCA/BCS/MCA/MCS/BE/BTech/ MSc (Comp sc/Elect/ Instrumentation etc) (Candidates possessing any other graduate degree and having relevant experience can also apply.) • Minimum of 2 years current experience in information systems (I/S) and communication system management, including an in-depth knowledge of Personal Computer networking, LAN, WAN operation; working knowledge of network administration, word processing, spread sheet, data base, internet, e-mail and operating systems. • Working knowledge of communication system operations, routers and communication lines. • Candidate should have well-developed written and oral communication skills, and demonstrated ability to provide training and support to I/S users. • Ability to recommend selection of appropriate hardware and software. • Ability to manage multiple tasks and provide emergency support. • Ability to exercise good judgment in evaluating situations and making decisions

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.