



### Job Details for Associate/Sr Associate/Asst Mgr-Incubation/ Bioincubation

<b>Job Location:</b>	Pune	<b>Job Code:</b>	NCL-VC/1617/09/01
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<b>About the Company</b>	<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 &amp; 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></p>
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#### Job Description

- Act as a nodal person for the Bio-Incubation activities of Venture Center including the BioIncubator project.
- Be the first person to meet with entrepreneurs and innovators, understand their needs, match them to various resource persons/ facilities/ Venture Center services etc. Mentoring entrepreneurs especially relating to fund raising activities and sharpening their proposals/ pitches/ business plans. Create a pipeline of potential and signed-up incubatees for the Bio-incubator.
- Contribute to planning and setting up of the lab and office space as the part of the Bio-incubator project at Venture Center. Contribute to building scientific support systems and resources for Venture Center incubates including specific expertise and library. Participate in specification, purchase and installation of instruments/equipment. Contribute to management and operation of lab in coordination with scientific mentors and advisors of the Venture Center (including NCL scientists).
- Contribute to conceptualization and execution of technical workshops. Assist in planning and organizing events of use to entrepreneurs, start-ups, budding entrepreneurs etc.
- Find mechanisms to generate revenue for the Venture Center via various services. Contribute to new proposals.
- Any other activities necessary to support and strengthen the bioincubation mentoring activities.

#### Candidate Profile

- Should have **strong** basic training in sciences/ engineering; ability to quickly grasp inventions/ technology and assess them. For bio-incubation activities, academic training in biology, **bioengineering, biotechnology, biomedical engineering**, medicine, and related



disciplines is preferred.

- Interest and passion for nurturing technology innovation/ entrepreneurship.
- Further work experiences and/or qualifications in business management/ IP management/ project management/ law and agreements/ tech transfer/ incubation would be a plus.
- Excellent communication skills; Experience in scientific writing/ proposal writing etc would be a plus. Any experience mentoring students/ interns/ junior colleagues etc would also be a plus.
- Will be expected to be a self-starter who can work with minimum supervision and efficiently deliver project goals.

**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.