



Details for the position of Executive - Administration

Job Location:

Pune

About the Company

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. 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>

Summary

We are looking for an enthusiastic, energetic and friendly Executive-Administration to manage our front desk on a daily basis and to support administrative and operations activities.

Job Description

- Manage the front desk, handle enquiries, answer all incoming calls, re-direct calls as appropriate and take adequate messages
- Greet, assist and/or direct visitors as appropriate.
- Operate address service. Collect courier on behalf of Venture Center and incubatees.
- Assist in the planning and preparation for in-person and virtual meetings, conferences and conference calls as required.
- Contribute to preparing and maintaining mailing lists
- Arrange travel and accommodation for team members and guests visiting VC
- Contribute to running and managing the cafeteria on campus
- Maintain and update soft board for residential clients and address service; also labelling their location as applicable.
- Contribute to updating assets and key databases as required
- Support HR and admin activities as required

Candidate profile

- Minimum experience of 3 to 5 years in the administrative role performing similar tasks
- Graduation in any discipline. Certification in Office Management is a plus.
- Interest in engaging with entrepreneurs, students, visitors etc



- Strong interest and skills in hands-on management of the front desk.
- Strong written and oral communication skills, attention to detail,
- Multitasking and time-management skills, with the ability to prioritize tasks

Employment Status	Full Time
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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 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
- If you have any doubts or queries, email hr@venturecenter.co.in