



Job Details for HR Executive	
Job Location:	Pune
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>
<p>Summary</p> <p>We are looking for an organized and driven HR Executive who will be responsible for managing and executing routine HR processes to ensure optimum satisfaction of all stakeholders.</p> <p>Job Description</p> <ul style="list-style-type: none"> • Process attendance, leaves, monthly payroll, salary slips within the deadlines. Streamline and automate the payroll process. • Maintain HR documentation and HR MIS pertaining to employee files, records, timesheets • Create and maintain annual HR calendar • Carry out end to end recruitment from screening till joining. • Prepare offer letters, appointment letters, increment letters etc. • Conduct joining and exit formalities for employees • Ensure timely renewal of consultant contracts and statutory compliance under Shop Act, Provident Fund and other labour laws, etc. • Plan and execute team building activities including birthday celebrations, farewells from time to time • Resolve employee queries and grievances promptly and prevent escalations • Draft and communicate HR related announcements and updates, as and when necessary <p>Candidate Profile</p> <ul style="list-style-type: none"> • Minimum experience of 3 to 5 years in the HR Function performing similar tasks • Good knowledge of labor laws (particularly employment contracts, employee leaves and insurance) • Good communication skills 	



- MBA in Human Resources Management or an equivalent qualification.

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 – 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.