



Job Details

Executive – HR Operations

Job Location:

Pune

About the Company

The Venture Center is a National award winning technology business incubator and leading inventive enterprises incubator that focuses on building science-based deeptech startups and also creating an innovation ecosystem to support innovators who use science and technology to deliver products and services with considerable socio-economic impact for society. The Venture Center is the trademark of Entrepreneurship Development Center, a not-for-profit company, based in Pune. For more information: <http://www.venturecenter.co.in>

Summary

The Venture Center is looking for a HR professional with experience in handling routine HR operations systematically, diligently and in an error-free manner.

Job Description

- 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
- Other HR Operations tasks as needed from time to time



Candidate Profile

- Graduate with strong foundation in basic spoken and written communication skills, basic office computing skills and foundational preparation to understand relevant rules, laws etc.
- 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)
- An orientation to work in HR matters and engage with people with empathy will be a plus.
- Good communication skills. Pleasant and friendly/ helpful personality will be a plus.
- A suitable postgraduate qualification (such as a MBA in Human Resources Management or an equivalent qualification) will be a plus.
- Track record of independent working, setting up institutional processes for HR Ops etc shall be a plus.

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 a visible impact which can be satisfying. All employees benefit from access to high quality facilities and work environments. Compensation packages can be flexible and competitive.
- 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. Teams rotate on Saturdays to keep key facilities and services operational while enjoying alternative Saturdays off. Managers in certain functions are provided the opportunity to avail of flexible hours. Jobs are mostly located at Pune, Maharashtra, India.