



Job Details

Specialist - HR and Talent Management

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

Lead the talent attraction and talent development initiatives at Venture center. Will be responsible to facilitate training, development, and gradual progression of employee career growth in alignment with Venture Center's goals.

Job Description

- Build overall Talent Management strategy for VC.
- Build and manage workforce planning at VC
- Lead talent attraction, recruitment, and selection efforts.
- Manage onboarding cycle.
- Arrange and ensure the induction training is carried out for each newly joined employee, improve, and update the induction training program as required.
- Track talent movement and regrettable attrition
- Carry out regular stay interviews and exit interviews in coordination with the HR executive.
- Identify leadership competencies, carry out assessments and build development plans for leaders at various levels.
- Plan, organize and coordinate managerial training based on training needs.
- Carry out coaching and mentoring sessions for team leads with the objective to develop a strong leadership team.
- Manage the Performance cycle including goal setting, reviews and appraisals.
- Support top management and provide insights during performance assessment reviews and promotions.
- Work closely with the leadership team in planning and achieving HR objectives.



Candidate Profile

- Minimum experience of 8-10 years in the HR Function with experience in recruitment, performance management and leadership development.
- Excellent communication skills (spoken and written)
- Strong foundational training in an undergraduate study program with post graduate training in job-relevant topics
- MBA in Human Resources Management or an equivalent qualification will be a plus
- Track record of independent working, initiative, taking on responsibilities and delivering on challenging goals.

Employment Status

Part Time (up to 3 days a week or 50% time commitment)

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.