



Specialist- Talent Management	
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>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.</p> <p>Job Description</p> <ul style="list-style-type: none"> • 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. 	
<p>Candidate Profile</p> <ul style="list-style-type: none"> • Minimum experience of 8-10 years in the HR Function with experience in recruitment, performance management and leadership development. 	



- Good communication skills
- MBA in Human Resources Management or an equivalent qualification.

Employment Status

Part Time (up to 3 days a week)

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.