



### Job Details for Lab Associate - Scientific Services

**Job Location:**

Pune

**About the Company**

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>  
 Venture Center has been selected as a NIDHI – CoE by DST – NSTEDB.  
 More Info: <http://nidhicoe.venturecenter.co.in/>

**Job Description**

- **Lab set-up & operation** : Support incubatees and budding entrepreneurs by offering lab services.
- Contribute and ensure smooth operations of lab block at VC
- Oversee and execute regular maintenance and repairs of instruments on need basis.
- Operate lab in coordination with scientific mentors and advisors of the VC
- Participate in specification, purchase and installation of instruments/ equipment as well as design of new lab facilities as needed
- **Technical and scientific information support** :
- Provide biological services involving microbial and animal cell studies.
- Prepare test procedures, standard operating procedures (SOPs), data collection forms, progress reports and results.
- Develop new biological study methods and standardized services.
- Microbial monitoring of clean room.
- Contribute to building scientific support systems and resources for VC incubatees including specific expertise
- **Projects** :
- Contribute to defining, raising money and running projects as they come up
- Conceptualise, plan and organise technical workshops with demos & hands on sessions
- Other tasks as requested from time to time by the GM

**Candidate Profile**

- Post graduate in Life Science (preferably Microbiology/Biotechnology)
- Minimum experience of 1-2 yrs is required. Prior experience in handling flow cytometer and confocal microscope will be preferred.
- Should have an orientation suitable for hands-on lab experiments and interest in engaging



with inventors/ entrepreneurs etc in a service mode.

- Very strong interest and skills in hands-on work in lab management, equipment handling and maintenance of the same. Interest, orientation, willingness to learn, ability to learn fast will be more important than detailed prior experience.
- Should have strong basic training in sciences; ability to quickly grasp inventions/ technology, visualize them and assess them
- Will be expected to be a self-starter who can work with minimum supervision and efficiently deliver project goals.
- Must possess strong communication skills especially in context of the proposed training programs.
- Shop-floor management experience including for safety, user training, attention to details etc will be useful.
- Skills required: Be hands-on with equipments/ instruments, methods, building processes etc; Needs to be a people person who can engage with others; Teaching/ mentoring talent.

**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.

