

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Job Opening: General Manager

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 floated by the National Chemical Laboratory, Pune.

The Venture Center is seeking an enthusiastic, hands-on and pro-active person for serving as the General Manager (GM) of the Center. The General Manager shall be responsible for all aspects of incubator operations and shall also participate in various managerial/ strategic activities along with the Managing Director of the Venture Center. The ideal candidate will have some experience setting up systems in a start-up company environment for company administration and management. The candidate is expected to work independently, be self-driven and a quick learner. The candidate should have good inter-personal skills and excellent English communication skills. The candidate shall be managing a team of employees and service providers to carry out his/her responsibilities. The Venture Center is a start-up environment that will require hands-on intervention/ initiative by the GM in a variety of activities – thus, the GM is expected to lead from the front. Experience in financial management and/or company secretarial activities and/or general administration (at a senior managerial level) with suitable educational qualifications is desirable. A passion for entrepreneurship, technology and innovation and a willingness to help individual entrepreneurs/ innovators and start-ups succeed will be desirable qualities. This job will offer candidates a great opportunity to broaden their managerial experience in a start-up environment.

The Venture Center's current funded projects are:

- (a) Technology Business Incubator (funded by National Science and Technology Entrepreneurship Board, Department of Science and Technology, Government of India & CSIR),
- (b) IP Facilitation Center (funded by the Ministry of Small and Micro Medium Enterprises),
- (c) POC Program (funded by National Science and Technology Entrepreneurship Board, Department of Science and Technology, Government of India & CSIR),
- (d) Seed fund for investment in start-ups (funded by the Technology Development Board)
- (e) Seed Support Scheme for SMEs (funded by the Ministry of Small and Micro Medium Enterprises)

The Venture Center expects to become a DSIR TePP (Technology Entrepreneur Promotion Programme) Outreach Center in the near future.

Detailed job responsibilities: The following list indicates a range of anticipated job responsibilities:

Categories	Responsibilities
Company affairs	Board meetings, induction of board members
	Compliance with company law; Filing returns etc; Keeping records
	Interface to Company Secretary; Contract management
	Agreement with NCL
	Working out mechanisms for VC to take an equity position in technology start-up companies.
HR, contracts and administration	Planning hiring; structuring employee contracts; Manage employee relationships
	Planning service contracts; structuring service contracts (CS, CA, Courier, Internet access, Phones, IT AMC, IT FMS, Janitorial and cleaning, Garden, Security, Transport, Catering/ cafeteria, Safety systems, Others)
	Payroll and billing
	Handle all government registrations and approvals (Professional tax, Service tax,

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	Shop act, Tax exemption, Section 80G, FCRA)
	Relationships with clients, incubates, partners
Finance and accounts	Manage internal accounting systems and related procedures
	Develop systems / mechanisms for financial management and planning
	Income tax/ TDS etc
	Reports for funding agencies
	Interface with Internal Auditor; Contract management with CA
	Interface with External Auditor; Contract management with CA
Procurement and records	Develop procurement systems and mechanisms; Get them okayed through the board; Execution
	Asset records and material flows
	Initiate certain categories of procurement: Office equipment, vehicle etc
Information systems and facilities	IT systems & infrastructure
	Intranet portal and automation of services
	Management information systems
	Venture Center Home Page
Strategy, planning, raising finances, program development ¹	Business plan of the Venture Center; Annual Reports; Annual Plans
	Program development and planning; Fund raising plan; Proposals
	Create new revenue streams –eg, donations
Event planning and management	Annual calendar of events
	Event planning and execution – finances, logistics, publicity etc
Longer-term strategic projects ¹	Investment fund
	Networks with other incubators esp. IIT-B, IIM-A, ISB
	Network of mentors
	Consulting programs in the area of innovation management, technology management, incubator development etc.
	Extending VC operations to support public-private partnerships planned within the NCL Innovation Park

¹ Along with MD, VC

Reporting officer: Managing Director, Venture Center

Working hours: 9-5.30 pm, Friday -Saturday

Travel: Some amount of travel is likely. Travel is likely to be related to marketing the incubator and/ or presentations to potential or existing funding agencies.

Learning opportunities: (a) On-job exposure to the complete range of managerial responsibilities in a company, (b) exposure to the “new venture development” community, (c) Attendance in selected workshops, conferences and meetings.

Compensation: Negotiable. The Venture Center hopes to offer reasonably competitive salaries but we expect that the salaries will still not be comparable to the best industry offers due to the not-for-profit status of VC. However, a job at VC shall offer unprecedented opportunities for people seeking managerial responsibilities, breadth of exposure and an introduction to the new venture development sector.

How to apply: Submit your resume via email to hr@venturecenter.co.in expressing your interest in the job.