

# Venture Center

-- Seeding Tomorrow's Enterprises Today --

## **Job Opening: Systems Administration Trainee**

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.

**Required profile of candidate:** Person with competency in ICT and electronics. Certification/ degree is desirable. Good understanding of English. Pro-active, enthusiastic, hard working person with strong work ethics. Person willing to imbibe the work culture of the Venture Center. High levels of ethical conduct. Humility and willingness to learn.

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

Categories	Responsibilities
ICT systems	Assist systems and LAN administrator in managing Venture Center LAN – hardware and software including servers, racks, p
	Troubleshoot PCs and accessories for users in Venture Center. Follow-up with vendors and service providers.
	Help maintain asset records on-line
	Help build content for various online databases and applications. This will involve data entry, verification etc as well.
Instruments and electronics	Responsible for operation as trained, training users, creating SOPs, maintenance and follow-up.
	Contribute to procurement, maintenance and running of various other electronics items in the Venture Center.
Websites and Software development	Assist in developing software and websites as and when instructed
Building databases and content for intranet websites	Contribute to building content and databases for the intranet sites maintained by Venture Center including those used for day-to-day management of the VC
Events & client support	Provide support in organizing and running events at the Venture Center including support with IT systems
	Provide IT support to VC clients
Others	Other tasks as requested from time to time by the Systems Administrator/ GM.

**Reporting officer:** Systems & Software Developer

**Working hours:** 9-5.30 pm, Friday –Saturday; Full hrs: 48/wk excluding 30 min lunch-break every day.

**Compensation:** Training period for 6 months extendable after successful completion of training period and availability of funds at Venture Center.

**How to apply:** Submit your resume via email to hr[AT]venturecenter.co.in expressing your interest in the job.