



Job Details for Manager - Operations			
Job Location:	Pune	Job Code:	NCL-VC/0815/06
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>Job Description</p> <ol style="list-style-type: none"> 1. Policy Creation & Compliance <ul style="list-style-type: none"> • Design, develop& monitor roll out of new policies pertaining to HR and general administration,. • Review & update existing HR and general administration policies. • Analyze and ensure implementation of the policy recommendations given by auditors • Monitor compliance of labor laws and other statutory requirement related to HR. • Verify and appoint consultants and other agencies as and when required. 2. Review and monitor team members <ul style="list-style-type: none"> • Assign and review the work of HR & Admin team, Events & Visual Design team, Library team, as well as Engineering, Maintenance and IT Support team. • Initiate weekly/monthly review meetings with the team members • Evaluate the status of policy implementation and effectiveness. • Mentor and motivate team members for delivering their best 3. Audits: <ul style="list-style-type: none"> • Monitor the work of team members to ensure that all statutory compliances are met, and the team is fully prepared to face internal and external audits. • Monitor cafeteria audits and maintain quality standards regularly. 			



4. Other Responsibilities:

- Recommend locations or spaces for new facilities or oversee the remodeling of current facilities
- Liaise with Board and GM; assist in the development of strategic plans for operational activity; implement and manage operational plans.
- Handle escalations and grievances from employees.
- Collate relevant annual budgets; monitor and report variance.
- Ensure satisfactory implementation of employee engagement programs and events.
- Ensure that the integrity and quality of data is maintained
- Oversee procurement related activities: monitor the maintenance of POs, ensure payment terms are maintained as per VC's policies, etc.

Candidate Profile

- Candidate possessing MBA (operations) degree OR candidates having any degree with experience in handling operations
- Minimum experience of 3 – 5 years is required
- Ability to manage diverse teams is necessary
- Knowledge of statutory compliances will be an added advantage
- Skills required: attention to detail, strong communication skills, persistence & resilience

Employment Status

Full Time

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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 – 5.30 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.

How to apply:

Submit your resume via email to hr@venturecenter.co.in expressing your interest in the job (kindly mention the Designation and Job Code of the position you are applying for).