



**Job Details for Senior Executive – HR & Administration**

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| <b>Job Location:</b>     | Pune   | <b>Job Code:</b> | NCL-VC/0815/05 |
| <b>About the Company</b> | <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 &amp; 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 <a href="http://www.venturecenter.co.in">http://www.venturecenter.co.in</a></p> |                  |                |

**Job Description**

**1. Human Resource Management**

- Facilitating Performance Management, Talent Attraction & Development, Employee Engagement & Retention, Rewards and Recognition and other employee welfare activities at VC.
- Other Important HRM Responsibilities: Resolve employee queries and grievances promptly and prevent escalations; ensure smooth implementation of HR related processes pertaining to documentation, background verification, exit formalities, onboarding, leaves, and attendance; help in managing terminations and disciplinary issues.
- Undertake special projects and ad-hoc requests from the business

**2. Administrative Responsibilities**

- Ensure statutory compliance under Shop Act, Provident Fund, etc.
- Ensure timely renewal of consultant contracts.
- Conduct joining and exit formalities for employees and ensure maintenance of employee files.

**3. Reporting**

- Prepare quarterly HR report for the Board
- Prepare monthly and annual reports pertaining to employee lifecycle
- Prepare annual reports of VC

**4. Visibility, fund raising, stakeholder relations, applications**

- Prepare newsletters, presentations for CSR activities, presentations about VC for fund raising, other communication materials like flyers, creating new content for website, updating website for



announcements, changes in pricing info, etc.

- Help establish healthy and long term relationships with stakeholders.

**5. Other Responsibilities**

- Prepare agreements for New residents, ensure renewals of existing Incubatee contracts;
- Prepare invoice requests as per schedule, oversee entry & exit formalities, issue ID cards, maintain updated contract details;
- Oversee hospitality, corporate and large events planning; manage VC Annual day, picnics, VC Residents day, etc.

**Candidate Profile**

- Candidate possessing any of the following degrees will be preferred: MPM/MBA (HR)/PGDHRM  
(Candidates possessing any degree and having an interest in HRM and administration can also apply)
- Minimum of 2 years' experience.
- Knowledge of and awareness about labour laws
- Flexibility to handle and explore different types of responsibilities
- Strong communication skills
- Attention to detail and result-orientation

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| <b>Employment Status</b> | 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](mailto:hr@venturecenter.co.in) expressing your interest in the job (kindly mention the Designation and Job Code of the position you are applying for).