



Job Details for Senior Executive –Operations			
Job Location:	Pune	Job Code:	VC/Admin/02
About the Company	<p>The Venture Center is a National award winning technology business incubator and leading inventive enterprises incubator that focuses on building science-based deeptech startups and also creating an innovation ecosystem to support innovators who use science and technology to deliver products and services with considerable socio-economic impact for society. The Venture Center is the trademark of Entrepreneurship Development Center, a not-for-profit company, based in Pune. For more information: http://www.venturecenter.co.in</p>		
<p><u>Summary:</u></p> <p>As Senior Executive - Operations, you will be interacting with a diverse set of stakeholders, thinking of solutions that are often out of the box, creating a space that welcomes one and all and setting high standards for oneself as well as for the organization.</p> <p>If you are looking to build on your experience in operations, Venture Center, is the place for you!</p> <p><u>Job Description</u></p> <ul style="list-style-type: none"> • Lead various groups of service providers who manage office soft services along with vendor management - garden, housekeeping, security teams amongst others. Maintain attendance, legal records and ensure compliance. • Ensure that cleanliness and hygiene standards are maintained on campus • Maintain a workflow/schedule of activities to be carried out on campus and ensure its implementation • Track and resolve complaints related to repairs and maintenance on campus (on Spiceworks - an internal complaints tracker) • Maintain budgets for all activities related to operations and track expenditure closely • Develop processes to ensure safety and security of all on the campus • Manage the front desk area and its related activities; act as a backup for front desk activities • Provide support for events, in terms of arrangement of spaces, meals and other allied activities. • Cafeteria management - liaise with the cafeteria vendors, take feedback, find solutions to make the cafeteria a vibrant and positive space • Provide community support services - meeting room bookings, supplies, ID cards etc • Manage new works/projects as and when necessary 			



Candidate Profile

- Minimum of 5 years' experience in Operations or similar roles
- Customer service experience a plus
- Must have strong verbal and written communication skills
- Exceptional organizational and multitasking skills
- Demonstrate integrity, dependability, responsibility, accountability, self-awareness, work ethic, and empathy
- Passion for entrepreneurial communities
- Proficient in basic computer skills

Employment Status

Full Time

General requirements and expectations from Venture Center employees:

- Venture Center is a nonprofit 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 startups 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 nonprofit 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.