

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Call ref: 2014/August; Call opens: 17 August 2014; Call closes: 30 Sep 2014 or earlier if suitable candidate is found

Current Opportunities

Designation	Requirements	Responsibilities
Consultant/ Manager –Equity and Grant Portfolio (Excellent opportunity for young professionals wanting to enter investing/ VC fields)	<ul style="list-style-type: none">Chartered Accountant and/or Company Secretary and/or MBA (Finance)Experience and exposure to company financials and other company reports, legal/investment agreementsExcellent English communication skills including writing skillsExperience in thoroughness in documentation and working within timelinesFull time or Substantially full-time with some flexibility	<ul style="list-style-type: none">Operate seed fund for Venture Center. Plan periodic calls for proposals. Plan evaluations with help of technical and financial experts. Conduct investment committee mtgs. Plan due diligence. Close deals and agreements.Follow developments of Venture Center's portfolio companies. Observe and follow board meetings. Ensure compliance. Advise Venture Center board members of investee companies.Due diligence and monitoring of grant funded companies. Interface between funding agencies and grantees.Any other related tasks assigned by the GM.

Continuing requirements:

Besides this, Venture Center is continuously looking for suitable candidates for full-time a) managerial roles relating to technology commercialization, government funded schemes for innovators and general business development (needs science or engineering backgrounds) and b) general management roles (needs strong company administration, HR, financial management, contract management talents).

The above positions will be filled up only if suitable candidates are found.

How to apply:

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

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 9am – 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.

About Venture Center:

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>