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| **Current Openings ( as on 1 January 2018)** | |
| **Job Location:** | Pune |
| **Positions** | |  |  |  | | --- | --- | --- | | **Job code** | **Position** | **Requirements and responsibilities** | | 2018/01 | Trainee Mgr — incubation management | Background: Combination of science and law/ commerce preferred; diligence and attention to details  Responsibilities: Assist Manager-Incubator in managing incubation services.  *Team: Incubation and mentoring* | | 2018/02 | Asst Mgr --Business development and outreach | Background: Science background; interest in outreach, events, bus dev.  Responsibilities: Work closely with Manager-Incubator in outreach activities of Venture Center; create pipeline of leads for incubation; Create leads for incubatees; Interface with R&D/ acad orgs/ student clubs.  *Team: Incubation and mentoring* | | 2018/03 | Trainee Mgr — Bioincubation | Background: Biotech/ Biomed  Responsibilities: Work closely with Manager- Bioincubation to initiate new activities.  *Team: Incubation and mentoring* | | 2018/04 | Trainee Mgr — Funding/ investment Mgmt | Background: Finance plus law combination/ Fin mgmt; Interest in early stage funding landscapes and models in India.  Responsibility: Assist and work closely with Manager- Grant and Equity Portfolio  *Team: Funding and investment mgmt* | | 2018/05 | Manager/ Asst Mgr — POC and Prototyping Projects | Background: Technology (Science/ engg) background. Interest in tech translation; project management interest; can learn and handle financial modeling/ legal paperwork etc etc; Interest in mentoring.  Responsibilities: Assist and work closely with Manager- Grant and Equity Portfolio on POC projects and Lab2Mkt and Prayas projects  *Team: Funding and investment mgmt* | | 2018/06 | Asst Mgr — BIG Projects | Background: Biotech/ biomed/ life sciences background; Interest in R&D mgmt/ grant mgmt roles; project management interest; can learn and handle financial modeling/ legal paperwork etc etc; Interest in mentoring.  Responsibilities: Assist and work closely with Manager- Grant and Equity Portfolio on BIG projects  *Team: Funding and investment mgmt* | | 2018/07 | Manager — Strategic Initiatives | Backgrouund: Science/ technology background with tech translation interest; Person should work on own in creating new initiatives; comfort raising money and working in unstructured roles; deep interest in incubation/ innovation/ technology.  Responsibilities: Work closely with COO&GM to develop new ideas for the incubator  *Team: Incubator Mgmt and Operations* | | 2018/08 | Trainee — Library and Events | Background: Interest in curation of content and events; arts/ commerce background with reading interest and comfort organizing events; interacting with people.  Responsibilities: Combination of library and events roles.  *Team: Incubator Mgmt and Operations* | | 2018/09 | Trainee — ICT systems | Background: Systems, hardware, computers, peripherals.  Responsibilities: Work closely with ICT Manager  *Team: Incubator Mgmt and Operations* | | 2018/10 | Asst Mgr/ Sr Exec / Exec/ Trainee— Infra & maintenance | Background: Exposure/ experience with facility management, engg maintenance, contracts etc; High levels of customer service and professionalism  Responsibilities: Execution/ Oversight of various infra/ general maintenance services  *Team: Incubator Mgmt and Operations* | | 2018/11 | Consultant – Projects | Background: Experience in handling works projects.  Responsibilities: Planning any new works activity; preferred exposure to architectural drawings, planning, financial estimates, construction, approval processes, tender docs etc  *Team: Incubator Mgmt and Operations* | | 2018/12 | Exec/ Trainee — Procurement & Stores | Background: Attention to details; Clear understanding of policies; Comfort with Excel and Databases.  Responsibilities: Handling procurement, asset records, inventory etc  *Team: Finance and compliance* | | 2018/13 | Manager/ Asst Mgr —Tech transfer | Background: Person with managerial flair, tech transfer orientation.  Responsibilities: Develop a program in innovation management and technology commercialization for Venture Center  *Team: Innovation Management* | | 2018/14 | Manager/ Asst Mgr — Research, Advisory and Consulting | Background: Consulting services epxerience; innovation/ technology strategy/ policy orientation  Responsibilities: Initiating and leading consulting and desk research/ planning projects; experience with consulting projects preferred; if not grant projects mgmt  *Team: Research, Advisory & Consulting* | | 2018/15 | Asst Mgr/ Associate — Prototyping | Background: Mech engg/ mechatronics/ Material engg/ engg design related background preferred; hands-on person required.  Responsibilities: Operations of a prototyping centre  *Team: Scientific and Prototyping Initiatives* | | 2018/16 | Trainee/ Associate —EHS & Lab Mgmt | Background: Chemical sciences background; Experience with EHS/ safety  Responsibilities: Oversee EHS, assist in other lab management activities  *Team: Scientific and Prototyping Initiatives* | | 2018/17 | Trainee/ Associate —Analytical Services | Background: Analytical chem/ sciences skills/ orientation; comfort with SOPs, lab management; QC/QA orientation  Responsibilities: Assist analytical services team  *Team: Analytical services* | |
| **About the Company** | 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 |
| **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](file:///\\192.168.1.4\joshua$\Transit\hr@venturecenter.co.in) expressing your interest in the job (kindly mention the position you are applying for). Alternatively, apply online at:

* <https://docs.google.com/forms/d/e/1FAIpQLScO4MQ8uqa0fw8s8WRUfN4r5EZjgAn8ftV1Y_0iTbEO0A1KYQ/viewform?c=0&w=1>
* <http://www.venturecenter.co.in/career_opportunities.php>

Write to the following for any clarifications:

HR Manager, Venture Center

[hr@venturecenter.co.in](mailto:hr@venturecenter.co.in)

(Attn: Joshua Samudre, 020-2586-5879)