

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Job Opening: Sales and Marketing Executive

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.

Required profile of candidate: Person with competency in sales and marketing. Graduate/Post-graduate with relevant work experience is desirable. Good understanding of Marathi and English. The candidate should be pro-active, enthusiastic, hard working with strong work ethics. Willingness to imbibe the work culture of the Venture Center, high levels of ethical conduct, humility and willingness to learn essential. Should be open to commuting and have own vehicle.

Detailed job responsibilities: The following list indicates a range of anticipated job responsibilities:

Categories	Responsibilities
Marketing	Pitching new clients for Venture Center's services
	Visit clients and understand their requirement and offer Venture Center Services
	Follow up with prospects and convert into paying clients
	Generate enquiries through various sources
	Make cold calls, emails, visits etc
	Preparing promotion/publicity material, advertisements etc
Liaising with clients	Maintain a database of target clients – suspects, prospects, hot leads, existing clients
	Manage, track, and report status on each of these clients
	Attend local events and network with potential clients(sometimes outside of VC working hours) relevant to Venture Center (eg. Pune Open Coffee Club etc)
Events	Plan, execute/manage events - including pricing, soliciting participants, materials, catering, press/media coverage, etc
Other	Any other task requested by Business Development Manager

Working hours: 9am – 5.30 pm (Monday to Saturday)

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