



Job Details for the position of Content Creator	
Job Location	Entrepreneurship Development Center 100 NCL Innovation Park Homi Bhabha Road, Pashan, Pune-41108
Date	Opening Date:- 05 February 2021 Closing Date:- 28 February 2021
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
Job Description	
<ul style="list-style-type: none"> • Develop marketing collateral for different verticals at Venture Center • Ideate, create, and manage social media campaigns • Develop content for all the social media channels of Venture Center • Assist in data acquisition process for social media campaigns • Assist in development of content for print media • Create, archive, curate, and manage content for all modes of communication 	
Desired Education & Experience	
<ul style="list-style-type: none"> • Bachelors in a Science/ Engineering/ Design with a strong basic training in sciences/engineering: ability to quickly grasp inventions/ technology • Strong written and oral communication skills, attention to detail, persistence, and resilience • Comfort with MS Office and Google Suite Tools. • Prior experience in content creation & comfort with handling design softwares will be an added advantage • Will be expected to be a self-starter, who can work with minimum supervision & efficiently deliver content • Freshers are encouraged to apply 	



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 – 6.00 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: Applications can be applied using this link :-
https://docs.google.com/forms/d/e/1FAIpQLScO4MQ8uqa0fw8s8WRUfN4r5EZjgAn8ftV1Y_0iTbEO0A1KYQ/viewform?c=0&w=1
- If you have any doubts or queries, write via email to hr@venturecenter.co.in with your questions.