



Job Details for the position of Front Desk Executive	
Job Location:	Entrepreneurship Development Center 100 NCL Innovation Park Homi Bhabha Road, Pashan, Pune-411008
Date:	Opening Date:- 12-Aug-22 Closing Date:- 30-Aug-22
About the Company	<p>Venture Center is a national award-winning technology business incubator. We focus on building startups that use science and technology to deliver products and services which have a considerable socio-economic impact on society. Join us if you are curious, entrepreneurial and want to make an impact.</p> <p>Venture Center is the trademark of Entrepreneurship Development Center, a not for profit incubator, based in Pune. For more information, go to http://www.venturecenter.co.in</p>
Job Description	
<p>We are looking for an enthusiastic, energetic and friendly front desk executive to support our administrative and operations activities.</p> <ul style="list-style-type: none">• Create a warm and welcoming front desk space for all our residents, team members, guests and visitors• Manage the front desk, handle enquiries, answer all incoming calls, re-direct calls as appropriate and take adequate messages• Greet, assist and/or direct visitors as appropriate• Operate address service. Collect courier on behalf of Venture Center and incubatees.• Assist in the planning and preparation for in-person and virtual meetings, conferences and conference calls as required• Contribute to preparing and maintaining mailing lists• Arrange travel and accommodation for team members and guests visiting VC	



- Contribute to running and managing the cafeteria on campus
- Maintain and update soft board for residential clients and address service; also labelling their location as applicable.
- Contribute to updating assets and key databases as required
- Support HR and admin activities as required

Desired Education & Experience

- Minimum experience of 1 to 3 years in the administrative role performing similar tasks
- Graduation in any discipline. Certification in Office Management is a plus.
- Interest in engaging with entrepreneurs, students, visitors etc
- Strong interest and skills in hands-on management of the front desk.
- Strong written and oral communication skills, attention to detail,
- Multitasking and time-management skills, with the ability to prioritize tasks

Employment Status

Full Time

General requirements and expectations from Venture Center employees:

- Venture Center is a non profit organization with aims to benefit society by promoting entrepreneurs and startups. Thus, we look for a strong service ethos in our future colleagues.

- 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.

- 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 – 6.00PM (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://www.venturecenter.co.in/career_opportunities.php)https://www.venturecenter.co.in/career_opportunities.php:-
- If you have any doubts or queries, email hr@venturecenter.co.in