

Job Details for the position of Trainee- Analytical Services

Job Location:	Entrepreneurship Development Center 100 NCL Innovation Park Homi Bhabha Road, Pashan, Pune-411008
Date:	Opening Date:- 20 April 2021 Closing Date:- 10 May 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

- Following Good Laboratory Practices & EHS policies in the operations of the lab
- Assist in performing analysis of samples by various analytical techniques- Thermal Analysis, Chromatography, Spectroscopy, Elemental Analysis, Mechanical Testing (List of Analytical Facilities & Services at EDC: <http://www.venturecenter.co.in/analytical/home/services/>)
- Maintaining and revising SOPs
- Maintaining all lab records (Lab Books, Log books , Calibration records, Equipment Booking Calendars, AMC schedules)
- Maintaining Inventory of Spares/Consumables/Chemicals
- Assist in Technical Workshops especially those with Hands-on sessions
- To work closely with Lab Manager to run laboratory facilities and analytical techniques.

Desired Education & Experience

- Qualification: M.Sc. (Biotech/Chemistry) / M. Tech. (Chemical/Biotech) 2nd year Candidates
- Interest in engaging with industries/ startups etc in a service mode.
- Very strong interest and skills in hands-on work in lab management, equipment handling and maintenance of the same.



- Strong written and oral communication skills, attention to detail, persistence, and resilience.

Employment Status

Full Time - Fixed duration 12 months

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, Venture Center seeks employees and consultants who have a strong interest and passion in seeing technology innovators, entrepreneurs and startups 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.
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- **How to apply: Applications can be applied using this link :-**
If you have any doubts or queries, write via email to hr@venturecenter.co.in with your questions.