

Role Summary:

The role involves corporate relations and placements, opportunity creation for Internships and final placement opportunities for Management Student

Responsibilities:

- Plan and execute campus recruitment process and corporate outreach.
- Take overall responsibility for internships and final placements.
- Deliver on individual targets.
- Manage existing accounts and convert new accounts through structured outreach
- Plan and engage with corporates for strategic activities including competitions, live projects, guest lectures, panel discussions, conclaves, workshops, etc.
- Ensure maintenance of a good CRM system to record and track industry contacts and student life cycle.
- Network with senior professionals like CHROs, functional leaders, CXOs and create placement opportunities
- Work with other key stakeholders including Alumni, Faculty, Administration, Marketing & Admissions teams to achieve larger institutional objectives

Key Skills:

- Excellent organizational and administrative skills with experience in managing a team
- Ability to meet targets assigned with a keen eye on planning, managing and execution.
- Well networked in the corporate HR community..
- Proactive, enthusiastic, positive attitude & pleasing personality with strong analytical skills
- Excellent verbal and written communication skills in English
- High level of integrity and strong inter-personal skills, enthusiasm and positive attitude

Qualification:

- MBA/Post Graduate
- The position requires minimum 6-8 years of experience in handling Recruitments /Business Development with at least 3 years in managing Campus Placement and corporate relations in top business schools.
- The positions are for Western & Northern Region.