

<b>JOB TITLE</b>	Manager	<b>DEPARTMENT</b>	Training, Placement and Corporate relation Cell
<b>REPORTS TO</b>	General Manager-TPCR	<b>SUBORDINATES</b>	--
<b>LOCATION</b>	Jaipur	<b>DIVISION</b>	Non-Teaching (NT)

## RESPONSIBILITIES

Key Activities
<ol style="list-style-type: none"><li>1. Establish and maintain relationships with industry professionals and prospective recruiters for student internships and job placements.</li><li>2. Offer guidance to students on resume writing and interview techniques.</li><li>3. Provide career counseling to students on various industries, job roles, and company cultures during campus placement.</li><li>4. Run mock tests and assessments for competitive exams that are part of the recruitment process for certain companies.</li><li>5. Conduct seminar lectures, panel discussions, conclaves, workshops, competitions, etc. as per the guidance of General Manager - Training, Placement and Corporate relation Cell.</li><li>6. Approach to new companies through extensive tele calling and visits.</li><li>7. Schedule and facilitate company presentations, interviews, and selection processes.</li><li>8. Maintain and update the database of job opportunities and student placement records.</li><li>9. Coordinating with students during the day of placement drives. Prepare reports on placement activities, student outcomes, and employer feedback for institutional review.</li><li>10. Collect and analyse feedback from recruiters and students to improve the quality of placements and training programs.</li><li>11. Assist in developing marketing materials, such as brochures and online content, to highlight student achievements and placement successes.</li><li>12. To improve the quality of placements in terms of job opportunities, quality of companies that visit the campus and increase the average &amp; median salaries year on</li><li>13. Analyze the data base to understand industry trends and needs, using data to align the institute's curriculum with industry requirements. Interact with Alumni to enhance the recruiter's database.</li><li>14. Travel and meet the recruiters as and when required.</li><li>15. Managing complete logistic requirements of corporates during their visit to the campus.</li><li>16. Any other task assigned by the management</li></ol>

## QUALIFICATIONS

### Essential Qualifications:

The candidates should be full time MBA or equivalent qualification with at least 55% marks or its equivalent grade-B in UGC 7-scale (first division) from a reputed Institute.

### Experience

The candidates should have 5 years of relevant work experience on the similar profile in corporate relations, industry or campus placement.

### Desirable:

1. Strong interpersonal and communication skills
2. Knowledge of job search strategies, resume and cover letter writing, and interview techniques.
3. Proficiency in Computer Word processing, Spread Sheet and Power Point.
4. Should be flexible to travel and meet the recruiters as and when required.

### Age:

Preferably below 45 years

*Handwritten signature and date: 01/5/2025*