JOB TITLE	Manager	**DEPARTMENT**	Training, Placement and Corporate Relations
REPORTS TO	General Manager-TPCR	**SUBORDINATES**	--
LOCATION	**Bengaluru**	**DIVISION**	Non-Teaching (NT)

RESPONSIBILITIES

Key Activities
1. Build and sustain strong relationships with industry professionals and potential recruiters to support student internships and job placements.
2. Engage with new companies through comprehensive virtual outreach and on-site visits.
3. Enhance the overall quality of placements by increasing job opportunities, attracting reputable companies to campus, and improving average and median salary packages annually.
4. Organize seminars, guest lectures, panel discussions, conclaves, workshops, competitions, and other events as directed by the General Manager - Training, Placement, and Corporate Relations.
5. Coordinate and manage company presentations, interviews, and the entire recruitment process.
6. Maintain and regularly update databases related to job opportunities and student placement records.
7. Assist and guide students during placement drives to ensure smooth execution.
8. Provide career counseling to students on industry sectors, job roles, and organizational cultures.
9. Offer guidance on resume building, interview preparation, body language, and essential soft and behavioral skills.
10. Prepare detailed reports on placement activities, student outcomes, and employer feedback for institutional evaluation.
11. Collect and analyze feedback from recruiters and students to enhance placement processes and training programs.
12. Support the creation of marketing materials - including brochures and digital content - to showcase student achievements and placement success stories.
13. Analyze placement and industry data to identify trends and align academic programs with evolving industry requirements.
14. Collaborate with alumni to strengthen the recruiter database and expand industry connections.
15. Travel extensively within the **Bengaluru region** (primarily) and across other parts of the country as required to meet recruiters.
16. Perform any additional responsibilities assigned by the management.

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 10 years of relevant work experience 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.
5. **Knowledge of Local Language.**

Age:

Preferably below 45 years

Note: *The* ***current work location is Bengaluru****, with travel to various other locations as required. In the future, the location may be changed to Jaipur or any other city as per the requirement.*

16/12/2025