

Position: Placement Manager

Location: Bhubaneswar

Job Responsibilities: Meeting Placement of students of the University

- To correspond to prospective companies for interview date and schedule of events.
- To arrange for interview facilities at the campus and written test halls.
- To receive the personnel and provide necessary inputs about the college and to co-ordinate placement co-ordinator for smooth functioning at various locations (interview halls, written test halls, canteen etc).
- To collect the appointment letters or correspond to get them as soon as the interview is over.
- To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
- To identify a standby placement officer to take over the responsibilities during the absence of Placement Officer.
- Trackers on Client Contacts, Visit plan, Student wise Placement/ Internship Progress reports, etc. Research - Analyze workforce databases for significant trends in workforce needs and salary
- To develop strategies for student placement. Share concise and precise reports with regards to target Companies with management.

Required Qualification & Experience:

- Graduate/ Post Graduate Degree with excellent communication and team skills.
- Experience 4 – 8 years of experience in Educational Institutes of repute working as a Placement Manager/Officer