

# Job Description for Placements & BD Manager

## (SKILL DEVELOPMENT DEPARTMENT)

### Where You Come In

---

We are looking for a dynamic and results-driven **Placement** and **Business Development Manager** to join the **Skill Development Department**. This role is crucial in fostering strong industry relationships, facilitating student placements. The Placement Manager will focus on coordinating on job training (OJT), job placements, and career development activities, ensuring students are well-trained for successful careers.

### Supervision Details:

- Immediate Supervisor: Head Projects.
- Indirect Supervisors: President, Vice-President, Vice-Chancellor, Pro Vice Chancellor, Registrar
- Working Relationship: HODs of all departments, All teaching & non-teaching staff
- Work Schedule: Monday to Saturday
- Salary Information: Salary commensurate with qualifications and experience
- Job Location: Bhubaneswar campus of CGU

### Duties & Responsibilities

#### 1. Employer Engagement:

- Identify Employer Needs: Collaborate with industry stakeholders to understand workforce requirements, including skills, qualifications, and hiring preferences.
- Build Partnerships: Establish and maintain strong relationships with companies, industries, and employment agencies for placement opportunities.
- Placement MoUs: Facilitate Memorandums of Understanding (MoUs) or agreements with employers for hiring program trainees.

#### 2. Job Market Analysis:

- Demand Mapping: Research and analyze industry trends and local job markets to identify high-demand sectors and roles.
- Skill Gap Assessment: Provide insights to training teams on industry expectations and areas where candidates need additional preparation.
- Geographic Opportunities: Identify employment opportunities within and outside the immediate area to expand placement prospects

#### 3. Candidate Preparation:

- Soft Skills Training: Coordinate the centre's soft skills teams to prepare the trainees for resume writing and interview preparation workshops for candidates.
- Mock Interviews: Organize mock interview sessions with industry experts to enhance candidates' readiness.

- Career Counseling: Conduct one-on-one counselling to match candidates' skills and aspirations with job opportunities.

#### **4. Placement Drives:**

- Organize Job Fairs: Plan and execute job fairs and campus recruitment drives to connect employers with trained candidates.
- Recruitment Events: Schedule and coordinate company-specific recruitment sessions, ensuring smooth logistics and communication.
- Follow-ups: Maintain communication with employers and candidates during the hiring process to address any concerns.

#### **5. Database and Tracking:**

- Candidate Profiles: Maintain a database of all trained candidates, including their skillsets, preferences, and employment status.
- Employer Database: Create and update a database of employers, their requirements and hiring trends.
- Placement Records: Track and report placement data, including the number of candidates placed, job roles, salaries, and retention rates. And Collecting project- required documents from the employer on time.

#### **6. Post-Placement Support:**

- Onboarding Assistance: Help candidates transition into their new roles, addressing any logistical or documentation needs. And Collecting payslips/ other documents from the employer on time.
- Retention Monitoring: Track candidate retention and provide support or counselling to ensure job satisfaction and longevity.
- Success stories/ Feedback Collection: Gather Success stories/ feedback from both employers and candidates to refine training programs and placement processes.

#### **7. Coordination with Placements & Training Teams:**

- Team management: Monitoring centre/project-wise placements team, conducting regular reviews and guiding the team to achieve the project goals.
- Skill Alignment: Provide feedback to trainers on employer requirements to ensure alignment of training content with job market needs.

#### **8. Reporting and Analysis:**

- Placement Metrics: Monitor key metrics as per the project requirements, such as placement rates, average salaries, no of days worked, employer satisfaction, and candidate satisfaction.
- Impact Assessment: Evaluate the success of placements and recommend improvements to enhance program outcomes.
- Periodic Reports: Submit detailed reports to Head Projects and stakeholders on placement progress and challenges.
- Coordinate with the operations & Q team members to smoothly close the projects.

#### **9. Promoting Inclusivity:**

- Focus on Marginalized Groups: Ensure placement opportunities for women, differently abled individuals, and candidates from economically weaker sections.
- Support for Entrepreneurs: Assist candidates who wish to pursue entrepreneurship by connecting them with funding agencies or mentorship networks within the project guidelines.

#### **10. Business Development:**

- Coordinating with Head Projects to tender Identification and Research
- Conduct extensive research to identify new tender opportunities from government, private, and international organizations.

- Track tender notifications on various portals, websites, and publications to stay updated on opportunities.
- Analyse industry trends and competitor activities to align tender pursuits with organizational goals.
- Assess the feasibility and profitability of tender opportunities by analyzing the scope, eligibility criteria, and financial requirements.
- Develop strategies to win tenders by aligning proposals with client expectations and organizational strengths.
- Identify potential risks involved in tender submissions and develop mitigation strategies.
- Work with cross-functional teams, such as technical experts, finance, and legal, to create comprehensive and competitive bids.

### **Who Are We Looking For**

---

- Master's/PG in any subject.
- At least 3-8 years of relevant experience (Skill Development & Educational industry most preferred).
- Willingness & ability to travel as per the business requirements
- Ready to work on flexible timings.

### **What We Expect from You as the Placement & Business Development Manager**

---

- Excellent Communication Skills in English, Hindi and Odia.
- Excellent presentation, email drafting, and proposal writing skills
- Positive thinking & ability to identify, analyze, and resolve issues effectively and efficiently
- Leadership qualities.

### **Want to be a part of Our Organization?**

---

Please write to us and share your updated CV/ Resume at [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in) and apply on <https://recruitment.cgu-odisha.ac.in/>. We eagerly await to hear from you.