



## JOB DESCRIPTION

### Inviting applications for the **ROLE** Placement Executive – Training & Operations

<b>Reports to</b>	General Manager-Corporate Relations
<b>Role Objective</b>	To impart placement in an IT Industry and monitor the student life cycle for ensuring standard outcome
<b>Responsibilities</b> <b>In this role, you will be responsible for:</b>	<ul style="list-style-type: none"> <li>▪ The Placement Officer would be predominantly responsible for identification of major employers for urban placement opportunities for Anudip students.</li> <li>▪ Line up the students according to the companies requirement and associated with the pre-placement profiling.</li> <li>▪ Visit the company's Director and HR head for manpower requirement and placement tie-up.</li> <li>▪ Coordinating with the branches regarding placement procedure and placed students.</li> <li>▪ By placing students generate revenues for the organization.</li> <li>▪ Maintain the documents related with pre-placement and post-placement.</li> <li>▪ Maintaining students database.</li> <li>▪ After getting the requirements from client, giving briefing to the students about the opening detail.</li> <li>▪ Conduct the job market studies.</li> <li>▪ Regular coordination with the respective manager and trainers.</li> <li>▪ Need to undertake additional responsibilities from time to time based on the organizations needs.</li> </ul>
<b>Desired profile</b>	<ul style="list-style-type: none"> <li>▪ Graduate   Post Graduate in any discipline</li> <li>▪ Minimum 2+ Years of Experience in placement of students from skilling/training/educational institute.</li> <li>▪ Strong verbal and written Communication Skills</li> <li>▪ Strong Interpersonal skills; Should demonstrate patience &amp; perseverance</li> <li>▪ Should have good knowledge and relations with corporates.</li> <li>▪ Must have the inclination towards society and working for marginalized community ;</li> <li>▪ Student Placement for the course/batch</li> <li>▪ Corporate tie-ups for student placements</li> </ul>

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