



Indian Institute of Management Kashipur
Kundeshwari, Kashipur 244713 (Uttarakhand)

Applications are invited for the post of **Manager (Corporate Relations)** based at Mumbai and Bangalore. Appointments will be made on a contract basis for a period of one year initially and renewable annually, subject to satisfactory performance, but generally limited to three years. The applicants should have excellent communication skills and interpersonal skills. The candidate should have a good academic record throughout the career with a full-time Graduate or Post Graduate degree preferably in management from a recognized University / Institute. The candidate must possess a minimum of five years of work experience in Industry / Academia related to placement activities, Corporate Liasoning, marketing, generating leads for Campus Recruitments and branding of the Institute. The age shall be preferably below 35 years.

Candidates will be interviewed via video conference. Details of the same shall be communicated to shortlisted candidates.

Roles & Responsibilities: (Mumbai & Bangalore)

1. To coordinate with industry on behalf of the Institute. The Manager (Corporate Relations) is expected to hold extensive meeting with corporate representatives in their respective cities.
2. To create professional client liasioning with the Administrators, Clients, Institutes, and Recruitment officers, HR Managers and Workforce Teams.
3. To create liasioning between Institutes and Corporates.
4. To Strategize Branding, Marketing, Empaneling of Institute to generate employment.
5. Identification of new corporates - initiating dialogues, providing required information to them & follow-up for empanelment of the IIM Kashipur. Maintaining database of the companies with all the key persons responsible for recruitment.
6. Maintaining CRM database of periodic meetings, keeping relationship, liaison with the HR of the companies.
7. Arranging Guest Lectures from Corporates and Industry
8. Arranging meeting of Chairperson Placements, Faculty Members IIM Kashipur and Administrative Officer Placements at Mumbai and Bangalore in Big corporate houses.
9. Any other job as assigned by the institute.

Pay: A fixed remuneration of Rs. 30000 shall be paid per month. Apart from the fixed pay, a variable pay shall be paid based on the performance. Local travel and mobile/broadband expenses up to a maximum of Rs.7500 shall be reimbursed per month.

No TA/DA will be paid to the candidate. For any further query, contact: Personnel Department of IIM Kashipur (personneldept@iimkashipur.ac.in).

Candidates are requested to apply using the link available at <http://www.iimkashipur.ac.in/careers> and shall dispatch the self-attested photocopies of academic certificates and work experience certificates to: **Chief Administrative Officer, Indian Institute of Management Kashipur, Kundeshwari, Distt Udham Singh Nagar Kashipur-244713**

Last date of online submission of applications: **30/09/2020**.

Shortlisted candidates will be called for interview.

Venue of the Interview: Through online video conference.