



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

Applications are invited for the post of **Manager (Placement)** 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 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 and branding of the institute. The age shall be preferably below 55 years.

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

Roles & Responsibilities: (Mumbai Hyderabad Bangalore Gurugram.)

1. To coordinate with industry on behalf of the Institute. The Manager (Placement) is expected to hold extensive meeting with corporate representatives in their respective cities.
2. To create professional client Liaising with the Administrators, Clients, Institutes, and Recruitment officers, HR Managers and Workforce Teams.
3. To Create Liasoning between institutes and corporate.
4. To Strategize Branding Marketing Empaneling of institute to generate employments.
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 meeting, 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, Hyderabad, Bangalore and Gurugram in Big corporate houses.
9. Any other job as assigned by the institute.

Pay: A fixed remuneration of Rs. 50000 shall be paid per month. Apart from the fixed pay, a variable pay shall be paid based on the performance.

For any further query, contact: Personnel Department of IIM Kashipur (personneldept@iimkashipur.ac.in).

Last date of online submission of applications: 10/09/2021 Shortlisted candidates will be called for interview.

Venue of the Interview: Through online video conference.