

Job Profile

POSITION: PLACEMENT ASSISTANT

The position requires assistance to Placement Manager in maintaining company database, prepare placement brochure, enquire about vacancies, make company appointments, assist in campus drives, coordinate with faculty and students. Assist in visit of company executives in campus. Take students for in-company placements. Maintain placement records and prepare placement presentation. Arrange Job descriptions/position profiles and offer letters to candidates

- The ideal candidate for this position will be a graduate in 24-32 age group
- Required skills – Good written & verbal communication skills, tele-calling, MS Office, coordination, team-working, maintaining relations with company clients and managing records/databases
- Minimum experience of 3 years is required in the similar profile
- Prior experience of education sector would be an advantage
- Being a resident of Navi Mumbai will be a plus point
- Industry standard remuneration is on the offer