

Profile Summary

Job Title: Corporate relations and placement coordinator

Organization: Kirloskar Institute of Advanced Management Studies

Experience Required: 7-10 years (preferably in a PGDM/MBA College)

Location: Pune

Compensation: As per industry norms

Employment Type: Full Time, Permanent

Roles & Responsibilities

The concerned person will be responsible for:

- Meeting **Placement & internship Target** of Kirloskar Institute of Advanced Management Studies all the students.
- **Contact Development** - Networking with corporates and industries for students internships and placements. Build and maintain relevant contacts with industry, business, and professional groups to promote the student Internship & placement program.
- **Implement programs** – Guest Lectures, Industry Tie-ups, Panel Discussions with Industry Experts, Workshops, etc to make business and industry aware of the educational and training programs of the College.
- **Student Coordination** – Assist students in career counselling and development; educate and assist students in preparing and submitting effective resumes ; and prepare students for job interviews, Interview coordination and student development program
- **MIS** – Updated Database & Trackers on Client Contacts, Visit plan, Student wise Placement/ Internship Progress reports, etc.
- **Research** - Analyse workforce databases for significant trends in workforce needs and salary to develops strategies for student placement. Share concise and precise reports with regards to target Companies with management.
- **Networking** – Work on continuously increasing the contact database with the Aluminis, professional groups, Corporate personnel etc. and optimise the database in order to improve our corporate relations.

Skills Required

- 7-10 years of experience as a placement coordinator
- Experience in working with an MBA or PGDM college
- Graduation or Post Graduate Degree in HR or Marketing (Preferred) with excellent communication and team skills.
- Good organizational skills and problem solving attitude.
- Highly skilled in doing research and having an analytical approach.
- Problem solving attitude and collaborative approach.

- Ability to grasp new concepts in less time as well as a capacity to tackle with the student related issues.
- Ability to problem-solve and assess the situation to provide strategies and evaluate options.
- Outstanding administrative, verbal and written communication skills
- A team-oriented approach with a capability to form relationships at numerous levels (internally and externally)

About the Organisation

Kirloskar Institute of Advanced Management Studies (KIAMS) was set up in 1991 by the Kirloskar Group in Harihar. KIAMS dedicated itself to the task of Management Development in the Kirloskar Group and other companies by understanding the need to promote managerial and organizational excellence. KIAMS opened its second campus in Pune in 2010. Both campuses are approved by the All India Council of Technical Education (AICTE), New Delhi.

If interested please send across your resume along with a cover letter to hr@kiams.ac.in