

**ICFAI Business School, Bangalore**

**(Off campus centre of IFHE)**

**Placement cell – Backoffice executive**

**Job description**

**Pre-requisites:**

**Education**

Degree in any stream

**Experience**

One to three years in the academics /administration / placement department of a management / engineering institute. Or in the administration department of any organization.

**Skill**

Good English communication – verbal and written

E-mail writing skills

**Conversant in using ‘Excel’**

Team player

Perseverance

**Systematic in record keeping**

Tactful in handling students

**Job description:**

- Systematic maintenance of student’s data base
- Continuously interact with placement managers
- Support the placement managers in conducting physical / virtual placement drives
- Get familiar with the placement management system (PMS) and constantly update placements data
- Take care of logistics & hospitality requirements of the visiting recruiters
- Help capture the recruiter’s feedback
- Maintain the ‘Golden Book’ – student de-briefing after interviews
- Update IBS welcome board
- Interact with students as required