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