

**ICFAI Business School, Bangalore**

**(Off campus centre of IFHE)**

**Placement manager / executive**

**Job description**

**Pre-requisites:**

**Education**

Any Post Graduate degree

**Experience**

One to five years in the **placement department** of a management institute

**Skill**

Good communication – verbal and written.

Excellent networking

Conversant in using 'Excel'

Team player

Perseverance

Go-getter

**Job description:**

- Source companies / recruiters for campus placements through network / contacts
- **Regularly visit companies – both in Bangalore and in other cities.**
- Promote IBS Bangalore with the companies
- Plan recruiter engagement programs
- Train students as per the job profile
- Interact with faculty members and students – for training
- Conduct campus drives
- Successfully get offers
- Close the drive
- Ensure onboarding
- Get feedback on performance on the job