

Job Description

Job Title : Trainee / Jr. Executive / Executive (Corporate Connect) **Job Location** : Patiala

Position Reports : Chief Marketing & Admissions Officer

Main Purpose

Support the University in building, nurturing, and expanding these industry-academia partnerships in alignment with our vision. You will also set up and lead the growth of our career development cell responsible to provide internships and job opportunities to the students.

Qualification	MBA
Experience	0-5 years

Specific Accountability & Job Responsibility

- Focusing on overall placements for the batches.
- Building strong Client Relations with industries/organizations and agencies for internship and placement of trainees.
- Visiting and building relationships with various companies to ensure brand recall
- Counsel students and inform them about the various career trajectories by one on one sessions with students regularly and making them more peaceable
- Establishing and managing corporate tie-ups by acting as the face of the organization
- Documentation of placement Tie-ups and Preparing and submit monthly placement reports
- Demonstrated expertise with handling placements in other MBA/PGDM colleges and universities
- Excellent communication and organizational skills
- The ability to work well under pressure, prioritizing workload when needed
- Very good networking skills and live industry contacts
- Good project and people management skills, attention to detail, and planning to hit deadlines -

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by **05th May 2022**.