

**Assistant Manager- Placements (No. of positions - 01)**

**Location:** Jaipur

**Remuneration:** 50,000/- to 60,000/- pm

**Responsibilities:** Assistant Manager-Placements will be working under the supervision of Dy. Registrar (Academics) and Deans of all the Schools and will be responsible for the following:

**Traits**

- Should be competent to handle placement activities independently
- Fluent in verbal and written communication in English, computer savvy
- Proactive and positive approach (should be able to outreach organisations)
- Flexible timings (should be willing to work at odd hours when required)
- Individual with work experience of similar nature preferred
- Apt in handling requirements of visiting placement teams

**Jobs required to be accomplished**

- Coordination with recruiters before their visit to campus, during visit and after visit
- Coordination between students and organisations for internship and dissertation
- Coordination between students and organisations for summer training
- Counseling of students
- Industries Interface Programme (Seminars)
- Skills development activities
- Coordination with Placement Committee
- Make action plan for placement
- Database development
- Networking with the hospitals, health and pharmaceuticals industries
- Market research for placement requirements
- Preparation of Placement Brochure
- Regular placement updates on website
- Press / Media Release
- Coordination between students and organisations for internship and dissertation
- Coordination between students and organisations for summer training

**Eligibility Criteria:**

- Post Graduation with fluency in English
- 5-7 years of working experience in related field

**Last Date to apply September 07, 2018**

At [jobs@iihmr.edu.in](mailto:jobs@iihmr.edu.in)

**Subject line: Applying for position of Assistant Manager-Placements**