

The LNM Institute of Information Technology, Jaipur

Job Description: Junior Training and Placement Officer

| | | | |
|------------------------|---------------------------------------|---------------------|------------------------|
| JOB TITLE | Junior Training and Placement Officer | DEPARTMENT | Training and Placement |
| REPORTS TO | TPO | SUBORDINATES | - |
| LOCATION | Jaipur | DIVISION | Non-Teaching (NT) |
| EMPLOYMENT TYPE | Regular | LEVEL | 6 |

JOB PURPOSE

The role involves assisting the Training and placement officer in providing placement opportunities to undergraduates and post graduate students

RESPONSIBILITIES

| Area | Key Activities |
|------|---|
| | <ul style="list-style-type: none">• Approaching new companies through extensive tele calling and visits.• Maintaining Placement related Data base in the prescribed format.• Planning and coordinating technical and soft skills trainings for students.• Maintaining reports on technical trainings and student's assessments• Coordinating with students during the day of placement drives• Maintaining proper feedback and documentation after the Placement drive.• Managing complete logistic requirements of corporates during their visit to the campus |

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:

Qualifications and experience

1. 1st class Bachelor's Degree in Science / Engineering / Technology or equivalent Qualification along with MBA in HR or Marketing from a recognized university
2. Minimum 5 years of experience in relevant domain.

Desirable:

1. Excellent Communication and Presentation Skills.
2. Good knowledge of Computer and MS Office.
3. Good Knowledge of Sales and Marketing.
4. Maintaining Placement related Database.
5. Coordination with student's departments.
6. Tele calling for approaching new companies
7. Documentation and other related works.

