

PLACEMENT OFFICER – BANGALORE

Applicants residing within 10km of Yelahanka only need to apply

This is a full-time role for a Placement Officer. The Placement Officer will be responsible for managing and facilitating placements, communicating with students and Employers, providing career counseling and training, prepare and enhance the hiring potential of new graduates in the job market. This is a work-from-office role and will be based in Yelahanka, Bengaluru.

Responsibilities

- Build associations with HR and technical heads of companies to find career prospects for Undergraduate and Master level students of the university.
- Build and maintain relationships with employers, businesses, and organizations to understand their hiring needs and requirements
- Maintain and develop a database of prospective employers for placements.
- Design and organize Pre-Placement Training Programs (PPTs) including resume writing sessions, group discussions, mock interview sessions, etc.
- Assist candidates in preparing resumes, cover letters, and interview techniques to enhance their chances of securing a job
- Correspond with prospective companies for interview dates and schedule Interviews.
- Collect the recruiter's Feedback and recommendations regarding the student's recruitment process and correspond with them immediately after the interview
- Compile student placement details and prepare a comprehensive report to present to the Top Management regularly.
- Achieve placement targets

Education and Experience:

- Any Bachelor's degree
- 5-10 Years of experience in Student placement, employer relations, and other experiential/work-integrated learning.
- Excellent communication and interpersonal skills
- Experience in creating and conducting training sessions
- Ability to work independently and as part of a team
- Skilled in using Microsoft Office.

Salary: 3-5LPA

Interested candidates may send their resume directly to "hr@etoe.in"