

Placement Officer - Responsibilities

1. Should correspond with prospective recruiter across PAN India for placements and build an effective network of potential recruiters
2. Strengthen the university recruiter data base by adding new recruiters from PAN India
3. Tap more hiring opportunities in core companies for students
4. Ensure maximum placement of students
5. Interact with recruiters at the time of placements and share the feedback with students and HoDs
6. To enhance Value Placements through better Brands coming on campus as recruiters as well as higher salary packages offered to students year on year
7. Co-ordinate with Training officer on campus recruitment training, Mock Interviews, Assessments etc.
8. Co-ordinate with Training & Placement co-coordinators, Administrative staff, and HoDs for smooth conducting placements
9. Interact with companies to collect the offer letters/appointment letters after completing the interviews
10. To distribute appointment letters and collect acceptance letters from the students and handover/ dispatch to employees
11. Arrange the facilities for campus interviews

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12. Invite industry experts and Alumni for interactive sessions with students
13. Ensure updated database and other students' statistics for easy reference and effective analysis. Share the data with all the stakeholders.
14. Update the University Website, prepare the university placement brochure