



## भारतीय बिदेश व्यापार संस्थान (कोलकाता परिसर)

### INDIAN INSTITUTE OF FOREIGN TRADE (Kolkata Campus)

(Deemed to be University)

(Under Department of Commerce, Govt. of India)

1583, Madurdaha, Chowbaga Road, Kolkata- 700 107

Website: [www.iift.edu](http://www.iift.edu)

#### **Advertisement for Engagement of Corporate Relations & Placement Coordinator purely on contract basis for IIFT Kolkata Campus**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel for the Corporate Relations and Placement Division on contract basis for a period of one year.

#### **Educational Qualification & Experience**

##### Essential Qualification -

1. MBA or PGDBM in Human Resource (HR) from a recognized Institution/University with 60 % marks or equivalent CGPA. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office is must.
2. Excellent communication skills (Spoken and written).

##### Essential Work Experience -

1. Post qualification, at least Eight (08) years' of successful experience in placement and career development out of which five (05) years' experience in supervisory and executive functions as Placement Officer/ Manager or Placement Head, Training and Placement Officer at any Institute of national importance or a premier business School with a strong corporate network.
2. Ability to develop a sound, credible reciprocal relations with industry with good PR, liaison and relationship-building skills, ability to facilitate and promote industry/institute interface with a view to meet managerial talent acquisition needs of the industry through the talent pool of the students of IIFT.

#### **Desirable:**

1. Candidate with a willingness to travel extensively to build a network with the potential recruiters.
2. Membership of well-known HR networking bodies.
3. Knowledge of data base management
4. Significant experience in the industry, good networking skills and contacts with the top brass in the big business houses.
5. A highly motivated person with a pleasing personality and strong people skills.

**Job Profile:**

- Responsible for tie-ups with the industries and corporates of repute.
- To interact with industry experts & prospective employers
- Coordinate for in-campus and ex-campus placement drive for the students of the Institute.
- Need to undertake travel at short notice.

**Age Limit:** Not exceeding 50 years as on last date of receipt of applications.

**Tenure:** The appointment will be purely on contract basis initially for a period of one year. The tenure may be extended further depending upon performance of the candidate and requirement of the institute.

**Emoluments:** The candidate will be paid a consolidated salary of Rs. 1, 00, 000/- to Rs. 1, 50, 000/- per month based on experience and qualification of the candidates.

In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.

Selected candidates will have to join duty immediately on receipt of the offer.

- Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reason for not being called for interview.
- Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **28<sup>th</sup> April, 2023.**

**Link to apply:** [Engagement of Corporate Relations & Placement Coordinator purely on contract basis](#)

Only the shortlisted candidates shall be informed by E-mail to appear for the test and interview at IIFT Campus at 1583, Madurdaha, Chowbaga Road, Kolkata: 700107.

**Shri. Niloy Kumar Mukherjee**  
**Section in Charge (Establishment Section)**  
**Indian Institute of Foreign Trade, Kolkata Campus**