



**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**

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

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/ PGDBM/ M.A. (Economics) from a recognized Institution/ University with 50% marks or equivalent CGPA.
2. Excellent oral and written communication skills in English (Spoken & written)

Work Experience -

1. At least five years of successful experience 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.

OR

At least seven (07) years of experience as HR/ Marketing Head, senior HR level with a prestigious corporate brand with a good network with HR professionals in the industry at top-level who take decisions in the area of talent acquisitions and campus placements in particular.

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 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 big business houses.
5. A highly motivated person with a pleasing personality and strong people skills.
6. Knowledge of MS Office with proficiency in Excel and Power point.

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.

Age Limit: Not exceeding 55 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 shall be paid a consolidated salary of Rs. 1,00,000/- to Rs. 1,50,000/- per month based on the quality of experience and qualification of the candidate.

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.

Please note that “Those who have applied earlier need not to apply again”.

[Link to apply Recruitment in 'Corporate Relations & Placement Coordinator \(CRPC\)' post at IIFT Kolkata – Fill out form](#)

Interested Candidates having the above qualifications and experience should only apply online through the link given below **latest by 15th July**.

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.

Mr. Vinay Goel
Assistant Registrar
Indian Institute of Foreign Trade, Kolkata Campus