



SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCH

Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground, Bandra (East),

Mumbai- 400051. INDIA Direct No: (022) 61966640 Board Tel: - (022) 61966666

Email - director@srbs.edu.in | admin@srbs.edu.in

Recruitment of Training & Placement Officer

Position : Training & Placement Officer (TPO)

Location: Bandra, Mumbai (EAST)

Qualification: Post Graduate in MMS/MBA with First Class

Job Responsibility :

- To prepare and train students to face campus recruitment process by providing them exhaustive training with relevance to communication skills, aptitude test demeanor, and overall development for personal & professional grooming.
- To generate final placement, summer internship and live project opportunities for students by establishing and maintaining productive corporate relationship.
- To Approach the corporate through mails and personal visits.
- To contact businesses and industries to develop Industry Institute Interface and placements.
- To help students to plan a career path.
- To assist students in all aspects of the job search including resume writing, interviewing techniques and job referrals.
- To schedule and follow up on student interviews with prospective employers. Participate in coordination and organization of on-campus events such as pool campuses, Guest Sessions, Workshops etc.
- To handle all the operations related to the placement cell of the Institute.
- To schedule and advertise campus recruitment for employers and build a strong network in the community as well.
- To prepare and submit reports to the management in the structure as prescribed. Creating and maintaining employer and student database(s).
- To coordinate with concerned faculties or external parties for the preparation of students for various placement opportunities.

Interested candidate with above qualification can send a detail application to the Director on above mentioned email- id.