

## **Job Profile - Placement Executive**

### **Organization - People's University**

### **Job Location - Bhopal**

### **Roles & Responsibilities –**

- Establishing and nurturing connections with a wide range of companies and organizations to identify potential placement and internship opportunities for students.
- Acting as a point of contact between the university and potential employers, promoting the institution and its students.
- Coordinating on-campus recruitment events, including job fairs, interviews, and presentations.
- Providing personalized advice and support to students to help them explore career options, develop job search strategies, and make informed decisions.
- Assisting students with crafting effective resumes and cover letters, and providing training and practice for interviews.
- Conducting sessions on topics such as resume writing, interview skills, and professional etiquette to enhance students' employability.
- Overseeing the entire placement cycle, from identifying opportunities to managing student applications and placements.
- Keeping track of placement statistics, student information, and employer details.
- Collaborating with faculty and heads of departments to ensure alignment between student skills and industry requirements.
- Tracking the progress of students in the placement process and providing regular updates to relevant stakeholders.
- Providing students with exposure to real-world work environments and industry insights.
- Facilitating training programs to enhance students' communication, teamwork, and problem-solving abilities.
- Motivating students to actively engage in placement activities and career development initiatives.

### **Skills and Qualifications:**

- Excellent communication skills required both verbally and in writing.
- Fostering positive and productive relationships with both students and employers.
- Understanding relevant laws and regulations related to employment is important for ensuring fair and ethical practices.
- Proficiency in MS Excel and email communication.
- Strong networking abilities; experience using platforms like LinkedIn for lead generation.
- Experience Required – 1 to 5 Years
- Master's degree in Management or related fields.

Interested Candidates can share their resume on below mentioned Email ID –  
garima.hr@peoplesuniversity.edu.in, dheeraj.hr@peoplesuniversity.edu.in,  
Contact Number – 0755-419899, 9109115064