



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2025/3

Date: 16 January 2025

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager – Career Development Services
Job Purpose	The incumbent needs to plan development activities for the Career Development Services (CDS) Office. S/he needs to build and strengthen relationships with potential recruiters and will be responsible for meeting targets with respect to number of recruiters for campus Placements.
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• The incumbent must manage and monitor the career development services related to the Executive Post-Graduate Programme as well as Post Graduate Programme and drive registration of new recruiters.• The incumbent will also be responsible for maintaining and strengthening relationships with current recruiters.• Is expected to be involved intensely in the development of the pool of recruiters located in India and outside India and ensure maximum possible job offers.• Will be involved in the administrative activities related to the CDS Office.• Plan the development activities on a yearly, quarterly, and monthly basis and review the implementation of the same.• Engage current and prospective recruiters in their participation in campus interviews.• Interact with the PGP/EPGP students and student body representatives to understand their career preferences and mobilize appropriate career opportunities• Align with internal processes such as strong process compliances, Digitization, MIS management, prompt stakeholder management, initiatives to enhance the IIM Bangalore brand, and contributing to placement of students for multiple programs on an ongoing basis.• Willingness to travel, both domestically.• Other job roles/activities assigned by the competent authority
Key Skill and Ability Requirements	<ul style="list-style-type: none">• Strong communication skills – verbal and written• Strong analytical, planning and forecasting skills with attention to details• Excellent interpersonal skills with a solution-oriented mindset.• Self-motivated and ability to work independently with good time management skills• Strong customer orientation and networking skills• Ability to collaborate and communicate effectively with internal and external stakeholders.• Proficiency in office automation tools
Qualification and Personal Profile	<ul style="list-style-type: none">• The minimum qualification required is a bachelor's degree. Master's degree in marketing is highly desirable.• Minimum of 6 years' experience in Career Development Services/Placement activities from an educational institute and should have handled assignments listed under major duties & responsibilities.• Working experience with IIMs or top business schools is preferred.

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 30th January 2025. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.