



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	Associate Manager – Career Development Services
Job Purpose	The primary responsibility of the incumbent is to devise and implement plans for career opportunities for IIMB's students of degree granting programs such as Post-Graduate Program in Management A), Post-Graduate Program in Management – Business Analytics (MBA-BA) and Executive Post Graduate Program in Management (EPGP). The incumbent needs to plan development activities for the Career Development Services (CDS) Office.
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• The incumbent must manage and monitor the career development services related to the DGPs and drive registration of new recruiters.• The incumbent is responsible for maintaining and strengthening relationships with current recruiters.• S/he 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.• To be involved in the administrative activities related to the CDS Office.• S/he needs to build and strengthen relationships with potential recruiters and will be responsible for meeting targets with respect to the number of recruiters for campus placements.• The role requires planning the business development activities on a yearly, quarterly, and monthly basis and reviewing the implementation of the same.• S/he must engage current and prospective recruiters for their participation in campus interviews.• S/he must interact with the DGP students and student body representatives to understand their career preferences.• S/he must conduct career guidance sessions spread over the year.• Handling internal processes such as generating reports, maintaining databases, responding to internal queries and contributing to internal recruitment on an ongoing basis.• Should be able to manage digitization of the CDS process and activities.• S/he must seek and conduct meetings with decision-makers across companies and showcase the talent pool of IIMB.• The incumbent must review the performance of the team members, give feedback, identify the learning needs, and develop the capabilities of the team.
Key Skill and Ability Requirements	<ul style="list-style-type: none">• Strong analytical, planning and forecasting skills should be detail-oriented and have the ability to drive business development.• Should have experience in placing students at middle and senior management levels.• Excellent interpersonal skills with a solution-orientation mindset.• Should be self-motivated and able to work independently, with a strong sense of urgency regarding timely follow up and customer service orientation.• Strong commitment to service and capacity to collaborate and communicate with diverse communities – faculty, students, non-academic staff, and external stakeholders.• Ability to identify and collaborate with internal stakeholders and ability to network and manage relationships effectively with internal and external stakeholders.• Proficiency in MS Office software, e-mail, electronic scheduling, databases and internet

	<p>and ERP.</p> <ul style="list-style-type: none"> • Strong communication skills – verbal and written. • Ability to maintain organized and accurate written and electronic records of all relevant work in the department and the results thereof. • Ability to prioritize work in the department and effectively manage the same. • Willingness to travel when required. <p>Should be fluent in English and Hindi. Knowledge of a foreign language would be an added advantage.</p>
<p>Qualification and Personal Profile</p>	<ul style="list-style-type: none"> • Candidates should have a Master’s degree with 60% marks. • The candidate should have min. 10 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 preferred

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

The closing date for applications is 06th February 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.