



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Brief Job Description

Position Title:	Senior Officer - Placements
Reporting to:	Sr. Placement Manager
Location:	BITS – Hyderabad Campus
<ul style="list-style-type: none">• Proven expertise in handling Recruiters on Campus & leading the Interactions and Communication with them.• Managing the entire logistics associated with campus hiring in terms of hospitality, guest relations, interviews, Labs, tests etc.• Coordinate with various departments and make sure the interview processes are conducted in a smooth fashion without any escalations from Recruiters.• Manage all student related activities from Job posting, Applications, managing the Placement Automation system, database of students etc.• Handle all MIS related data pertaining to students of previous batches and current batches.• Assist the Placement Manager in smooth functioning of the Placement Unit by streamlining student interactions, Faculty meetings, scheduling of all other meetings within the institute.• Assist the Sr. Placement Manager in preparing the Placement Calendar for the entire year and scheduling companies on campus and lead all communication related to Recruiters.• Manage offer letters and all data pertaining to students & Recruiters across degrees & departments.• Give reliable information to companies; sharing student's tracker, participation, process schedule, logistic & campus drive arrangements• Manage all vendors and ensure timely release of payments to all Vendors.• Maintain cordial relationship with all stakeholders of the Institute from respective Departments to Accounts, AUGST, AGSRD, GAD and SWD.	
Educational Qualification and Work Experience: <ul style="list-style-type: none">• PG/Graduate with 8-12 years of campus Placements experience• Willing to travel and work on extended timings based on the campus drives and requirements of the placement unit.• Experience in a similar environment handling students' training, vendors & trainers would be an added advantage.	



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
Jawahar Nagar, Shameerpet Mandal
Hyderabad 500078, Telangana, India

Tel: +91 40 6630 3999
Fax: +91 40 6630 3998
Email: gad@hyderabad.bits-pilani.ac.in
Web: <http://www.bits-pilani.ac.in/hyderabad>