



Requires

Assistant General Manager– Corporate Relations, MBA - PGPX

IIM Ahmedabad offers a prestigious One-Year Full-Time MBA for Experienced Professionals (PGPX), consistently ranked among the top 30 business schools globally. PGPX participants typically have over 8 years of professional experience and an average age of 33. They hail from diverse backgrounds with aspirations for senior and middle-level management roles.

We seek a passionate professional to lead our outreach, career development, and alumni engagement initiatives. This role involves extensive travel and networking with industry leaders and corporate executives worldwide to enhance PGPX recognition among recruiters, alumni, and potential applicants.

Job Description:

Industry Engagement

- Develop and maintain strong relationships with a wide range of employers across various industries.
- Develop continual engagement plan with various existing recruiters of the PGPX.
- Identify and secure new placement opportunities for PGPX by engaging with potential recruiters.
- Organize and manage networking events, marketing campaigns, employer visits and campus recruitment drives.
- Constantly work with IIMA's Media and Marketing cell to bolster the PGPX brand visibility.

Collaboration and Networking

- Develop systems and maintain strong relationships with alumni to improve career services for PGPX students, placement opportunities and mentorship.
- Collaborate with faculty to align PGPX placement activities with the curriculum and industry needs.
- Ensure smooth execution of the placement process, including the logistics and administrative support required for on-campus and virtual recruitment.
- Monitor and track placement statistics, maintaining accurate records of student placements and employer feedback.

Student Support

- Provide personalized career counseling and guidance to students, helping them prepare for the job market.

- Coordinate workshops, seminars, and training sessions on resume writing, interview skills, and career planning, especially with third party vendors.
- Assist students in creating professional profiles and preparing for recruitment processes.
- Stay updated with industry trends and job market dynamics to provide relevant guidance and support to students.

Administrative Responsibilities

- Prepare and present regular reports on PGPX placement activities and outcomes to the institute's management.
- Prepare budget and manage resource allocation.
- Develop and implement policies and procedures for the placement process.

Qualification, Experience & Skill Requirements:

- Postgraduate or master's degree in Business Administration, Human Resources, Psychology, Sociology, Communication, Education or related fields
- Minimum 10 years of post-qualification experience in areas such as recruiter relationship building, placements, networking, corporate communications, or marketing with at least 5 years in a supervisory position.
- Demonstrates an entrepreneurial mindset and orientation.
- Excellent communication abilities and adeptness in multi-stakeholder environments.
- A willingness to travel extensively.
- Commitment to elevating the IIMA PGPX brand.
- Strong network with C-Suite and HR executives across industries.
- A proactive and go-getter mindset.
- Experience in managing client relationships in banks or business development functions in leading corporates is highly preferred
- Experience in managing recruiter relationships is desirable.

Age: Maximum 45 years as on the last date of Application. The institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

Salary & Allowances: Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 11 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **July 10, 2024**.

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