



SHRI SHIKSHAYATAN COLLEGE

NAAC Accredited English Medium Womens' College

Affiliated to University of Calcutta

11, Lord Sinha Road, Kolkata - 700 071

Position : Placement Officer (Contractual) (*Female only*)
Educational Qualification : Post-graduate in any stream.
Experience : 8 years of experience out of which at least 5 years should be in the similar position in an educational institution.

Attributes preferred-

1. Excellent interpersonal skills and communication skills
2. 24/7 availability for important projects
3. Knowledge of Industry demographics will be an added advantage
4. Proficiency in MS Excel and ability to work in IRP environment
5. Ability to handle placement requirements of Commerce, Management, Sciences, and Humanities
6. Willingness to travel as per professional requirements

Responsibilities:

To obtain employment and experiential opportunities in business industry, academia for students in all courses of the college. To counsel, prepare and enhance hiring potential of graduate and post graduate students. To assist in the internships and placement of students.

You can mail your CV and scanned copies of original Marksheets and testimonials (**SINGLE PDF**) to the mail id mentioned below. Please mention the post name in the subject of email.

OR

Hardcopy of CV alongwith testimonials can also be sent by speed post to the above mentioned address within due date. Please mention the post name in the envelope.

Helpline No. : **09903355719**
Last date of Application : **18/12/2023 (Monday)** (Excluding Sundays)
Email ID : **recruitment@shrishikshayatancollege.in**

Secretary