



# Inderprastha Engineering College (IPEC) – a Glance

*Shaping Engineers & Leaders for Future*

- Pioneer education provider in multi disciplines at undergraduate and postgraduate level (B.Tech, M.Tech, MBA, MCA, BBA, BCA)
- **NAAC A+** accredited Institution, **NBA** accredited courses, ISO 9001:2015 Certified
- Carrying the successful legacy of **+25 years (Silver Jubilee)**
- Among **top 10 institutions** affiliated to Dr. APJ Abdul Kalam Technical University (AKTU, U.P.)
- Vision to provide **National Leadership** by excellence in Education, impacting society by *Globally competent* technologies.
- Highly inquisitive students who take risks, experiment, and put novel ideas into action.
- Holistic Development – Shaping young **Do Engineer leaders**.
- Have world class collaborative LEARNING infrastructure for teaching learning practices.
- Hiring *Distinguished faculty members* from the Institutes of repute.
- Our core belief is IPEC Team (**I**-Integrity, **P**-Perseverance, **E**-Encouragement, **C**-Courage, **T**-Transparency) leading to collaborative work accomplishment
- Hi – Tech, *Lush Green* Sprawling 7.81 acres, **vibrant Learning** Ecosystem, campus, just 2 Kms away from Anand Vihar ISBT (National Capital), in the midst of Industrial Area

We are looking for *passionate researchers/out of box thinkers/academicians* who have a **go-getter** attitude, have **fire to innovate**, works with **technology driven progressive mindset** and execute the concept of **sustainability** in each task in **learning process** delivery.

We are offering to the *right candidate* an *excellent compensation package* along with the tools and the environment to *foster intellect and new ideas*.

If you want to **CONTRIBUTE** meaningful to the society at large, join us.

## ABOUT JOB

### A. Designation: Corporate Resource Center (CRC) Executive

**B. Job Purpose & Role:** To *build corporate relationships and managing student's databases to catalyse the quality of student's placement of all the running courses.*

### C. WORK Responsibilities:

#### C.1 Corporate Engagement & Coordination

- To develop and maintain relationships with prospective employers and industry partners.
- To build and maintain regular communication with HR and recruitment teams of partner companies.
- To assist in identifying potential organizations for internships, placements.
- To schedule and coordinate meetings, pre-placement talks, and campus recruitment activities.
- To coordinate in organising and conducting mock interviews.
- To assist in providing career counseling and job search strategies to students.
- To track and report placement statistics and outcomes.
- To collaborate with academic departments to align placement activities with curriculum.
- To assist in Organizing and coordinating campus recruitment drives and job fairs.
- To prepare and send official communication (emails, proposals, invitations) to corporate contacts.



## Job Description

IPEC/HR/TA/JD-2510

- To maintain and regularly update the corporate database and placement management system.

### A.1 IPEC's Citizenship and Ownership of Responsibilities

- To *demonstrate* the IPEC's *values* through own *actions and behaviour*.
- To undertake such *other duties* as may be reasonably requested and that are commensurate with the *nature and grade of the post*.
- To *engage in continuous personal and professional development* in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- To ensure and promote the personal health, safety and *wellbeing of staff and students*.
- To carry out duties in a way which *promotes fairness in all matters*, and which *engenders trust*.

### A.2 Functional Skills

- Strong interpersonal and communication skills (verbal & written).
- Proficiency in MS Office , MS excel.
- Excellent organizational and multitasking abilities.
- Customer service orientation & Problem-solving skills
- Fast learning ability with Strong Attention to Detail
- An understanding of social media channels and campaigns
- Experience with Search Engine Optimization (SEO) and Google Analytic

### A.3 Attributes

- Dynamic, energetic, team player, thrives among strong colleagues.
- Ability to work in *fast paced evolving environment*.
- Be willing and able to exercise judgment and take risks.
- Accept criticism and *constructive feedback*, while being extremely adaptable and flexible.
- Reflection of an *impeccable persona in walk-talk* while dealing with academia
- High *emotional intelligence*

#### A. Qualification & Years of Experience:

- **MBA**
- **0-4** years

#### B. Salary as per norms

#### C. Location: Sahibabad, Ghaziabad, Delhi/NCR

#### D. Apply for the position by sending your CV on [career@ipec.org.in](mailto:career@ipec.org.in)

#### E. You may visit our website's career page at [www.ipec.org.in](http://www.ipec.org.in)



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