

## Job Description

### **TITLE** Placement Manager - Operations

<b>ROLE</b>	Setting up and managing placement operations for EF and group entities, focus on 100% placement of eligible program participants.
<b>REPORTING</b>	The incumbent shall report to the Director – Outreach at Edunet Foundation
<b>RESPONSIBILITIES</b>	<p>The incumbent will be responsible for the following:</p> <ul style="list-style-type: none"><li>• <b>Identification and engagement:</b> Identification of potential employers and incubators in each target territory where program graduates may be placed for gainful employment and/or entrepreneurship.</li><li>• <b>Eco-system development:</b> Development of a self-sustaining eco-system comprising of government stakeholders, local/regional industry, non-profits, and institutions that is interested in development and subsequent employment of learners in our eco-system.</li><li>• <b>Stakeholder Relationship Management:</b> The position involves working with sponsor organization(s), government stakeholders, institutions, industry at large and with internal stakeholders. The incumbent will ensure that all relationships are managed well and remain healthy.</li><li>• <b>Team Management:</b> The incumbent may work with a team of placement officers; with responsibility for the team's performance and well-being; and with authority to recruit and terminate team members for reasons of performance.</li><li>• <b>Meeting, preferably exceeding, program goals:</b> For several of its programs, EF (and sister entities) make commitments with respect to internships, jobs and entrepreneurial opportunities for eligible students that participate in programs. 100% of eligible students must be appropriately placed in internships, jobs and entrepreneurial opportunities</li><li>• <b>Reports:</b> The incumbent will ensure that all team members submit daily reports. S/he will use these submissions as input to submit weekly, monthly, quarterly and annual reports to all stakeholders, as required, after internal approvals.</li></ul>
<b>LOCATION &amp; TRAVEL</b>	The organization permits work from home with only visits to office and/or other stakeholders, as required for meetings. The candidate should ideally be based in <b>Bangalore AND/OR PUNE AND/OR Mumbai AND/OR Gujarat</b>

*EDUCATION, WORK  
EXPERIENCE AND OTHER  
REQUIREMENTS*

- Minimum Bachelor's degree in sciences or technology or business from a reputed institution.
- A Master's degree in any discipline or an MBA will add to the attractiveness of submitted profiles.
- 5-10 years of work experience of relevant experience with handling placements on a large scale.

*SKILLS & ATTRIBUTES*

- Excellent communication skills
- Outcome focused
- Interpersonal skills
- Team management
- Attention to detail
- Working in cross-functional teams.
- Time management
- Working within budgets
- Highly ethical with unimpeachable integrity