

MADRAS SCHOOL OF ECONOMICS

Gandhi Mandapam Road, Chennai - 600 025

(Recognized as Institution of Special Importance by the Government of Tamil Nadu)

**FULL TIME 'PLACEMENT OFFICER-cum- PRO' POSITION AT MSE on CONTRATUAL
APPOINTMENT**

Applications are invited for the full time post of 'Placement Officer-cum- PRO' at Madras School of Economics, an advanced Centre for Under Graduate, Post Graduate Studies and Research in Economics/ Management.

Qualification:

- (i) The candidate should possess full time Bachelor degree in Human Resources Management, Business Administration from reputed Institution/university and Master's degree with at least 55% marks from a recognized University/Institute in Marketing, HR, Communication
- (ii) At least 8 to 10 years of experience in arranging guest lectures, workshops, seminars, industrial visits, coordinating with the different industries for on-campus and off-campus interviews, create job postings for recruitment portals and social media platforms, provide guidance on best practices for interviewing and assessing applicants, maintain accurate records of all recruitment activities. Work experience in educational or research institution is highly desirable.
- (iii) Should have excellent verbal and written communication skills in English, ability to work with minimal supervision and multitask, strong organizational skills, ability to work well as part of a team and independently, and work collaboratively with others, proficiency with computer and related software applications, software packages, build strong relationships and networks with colleagues, clients and the media and answer enquiries from the media and other organisations, monitor the media, including newspapers, magazines, journals, broadcasts, newswires, social media sites; and
- (iv) The candidate should preferably be below 45 years of age.

Consolidated Pay of Rs.75,000/- p.m. (all inclusive, negotiable) for a contractual period of one year and may be extended. Interested candidates may send their bio-data with names of two referees to the recruitment@mse.ac.in by 28th November 2024.

Only shortlisted candidates will be called for interview. Details about the school can be viewed at www.mse.ac.in.

MSE reserves the right to relax the minimum criteria for highly deserving candidates. Also, MSE reserves the right not to fill the vacancy if no suitable candidates are found.

sd/-

October 28,2024

Director