

**Institute of Innovation in Technology & Management**  
**D 27-28, Institutional Area, Janakpuri, New Delhi - 58**

**RECRUITMENT FOR VARIOUS NON-TEACHING POSTS** Advt.No. IINTM/01/HR/2023 Dated: 10.01.2023

Sl. No.	Name of the Post	No. of Post	Education Qualifications	Job Description
1.	<b>Training and Placement Officer</b>	01	<ul style="list-style-type: none"><li>❖ Bachelor /Master Degree from a recognized University /HEIs.</li><li>❖ Minimum 5 years of work experience as a TPO/Placement Manager at University/Institute level.</li></ul>	<b>Role and Responsibilities:</b> <ul style="list-style-type: none"><li>❖ Generate adequate lead for placement of final year students.</li><li>❖ Build strong relationships with students facilitate effective placement and to ensure monitoring systems are in place.</li><li>❖ Generate leads for summer training.</li><li>❖ Arranging industrial visit, guest lectures, seminars and other activities related to placement.</li><li>❖ Create partnerships with students and job aggregators who can offer potential job placements, work experience and workplace visit opportunities.</li><li>❖ Monitor attendance and performance with employers for effective retention &amp; performance</li><li>❖ Provide support after their placements to ensure that they retain their engagement and sustain themselves in work or training.</li><li>❖ Act as a role model at all times demonstrating behavior displaying the characteristics that youth should develop to be successful in their chosen field.</li><li>❖ Excellent team worker with strong oral and written communication skills including good level of professional English.</li><li>❖ Can-do attitude and willingness to use own initiative to solve ground level problems</li><li>❖ Well organized working style with excellent time management skills.</li><li>❖ Willingness to work evenings and weekends occasionally as required by program.</li><li>❖ Knowledge of local employers and job aggregators</li><li>❖ Experience of employability skills, job placement, youth development or vocational training programs.</li></ul>

2	<b>Business Development Manager (Immigration)</b>	01	<ul style="list-style-type: none"> <li>❖ Bachelor /Master Degree from a recognized University /HEIs.</li> <li>❖ Minimum 5 years of work experience as a BDM at University Institute level.</li> </ul>	<p><b>Immigration Services Business Development Manager Duties:</b></p> <ul style="list-style-type: none"> <li>❖ Identify prospective multinational companies, building and maintaining strong client relationships.</li> <li>❖ Following up on potential Immigration Services leads and convert, where possible, into new business.</li> <li>❖ Act as an Immigration expert and deliver consultative advice and industry updates to a variety of corporate clients.</li> <li>❖ Design and deliver Immigration sales</li> <li>❖ Promote the business by networking at industry events, highlighting the company's services to the new and existing clients</li> <li>❖ Work on exceeding the revenue targets and KPIs.</li> <li>❖ Provide weekly updates with progress against sales targets.</li> </ul> <p><b>Pre-Requisites:</b></p> <ul style="list-style-type: none"> <li>❖ Expertise in sales client-channel partnerships</li> <li>❖ Interactive &amp; good communication skills.</li> <li>❖ High level of product knowledge in the relevant and works experienced fields (Citizenship Program and Second Passport programs with min 2-3 years of experience).</li> <li>❖ Ability to co-ordinate in a seamless way, internally as well as externally for business closures.</li> <li>❖ Having knowledge regarding Canadian Residency and Citizenship by Investment Industry will add an extra advantage</li> <li>❖ Proven sales track record.</li> </ul>
3	<b>HR-Manager</b>	01	<ul style="list-style-type: none"> <li>❖ Bachelor /Master Degree from a recognized University /HEIs.</li> <li>❖ Minimum 5 years of work experience as a HR-Manger at University / HEIs /Industry level.</li> </ul>	<p><b>ROLES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>❖ Human Resource Planning.</li> <li>❖ HR Policy Formulation and implantation abilities.</li> <li>❖ Ability to manage recruitment and selection process.</li> <li>❖ Ability to conduct induction and placement activities.</li> <li>❖ To conduct training and development programs.</li> <li>❖ Ability to develop and update HR programme and procedures.</li> <li>❖ Ability to calculate leaves.</li> <li>❖ Ability to calculate compensation, incentives and benefits of the employees.</li> <li>❖ Ability to handle and manage employees grievances</li> <li>❖ Managing people's satisfaction index and skill matrix.</li> <li>❖ Conceptualizing and developing HR initiatives for improving productivity.</li> <li>❖ Ability to manage and maintain files and documents pertaining to HR.</li> </ul> <p><b>DESIRABLE QUALITIES OF THE CANDIDATE:</b></p> <ul style="list-style-type: none"> <li>❖ Knowledge and expertise in selection and recruitment.</li> <li>❖ Employee benefits and HR operations.</li> <li>❖ Expertise in Salary calculation.</li> <li>❖ Leave calculation and management.</li> <li>❖ Performance Appraisal Skills.</li> </ul>

4	<b>Accountant / Accounts Manager</b>	01	<ul style="list-style-type: none"> <li>❖ B.Com/M.Com/MBA (Finance/Accounts) from a recognized University/HEIs</li> <li>❖ Minimum 5 years of work experience as an Accountant/Manager Accounts at University/Institute /Industry level.</li> </ul>	<p><b>Role and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>❖ Manage all accounting transactions.</li> <li>❖ Handle monthly, quarterly and annual accounts closings.</li> <li>❖ Reconcile accounts payable and receivable.</li> <li>❖ Ensure timely bank payments and Reconciliation.</li> <li>❖ Knowledge of Compute taxes and prepare tax returns.</li> <li>❖ Audit financial transactions and documents.</li> <li>❖ Comply with financial policies and regulations.</li> <li>❖ Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).</li> <li>❖ Hands-on experience with accounting software like Tally and other accounting related software.</li> <li>❖ Experience with general ledger functions.</li> <li>❖ Strong analytical skills.</li> </ul>
5	<b>Digital Marketing Manager</b>	01	<ul style="list-style-type: none"> <li>❖ Bachelor /Master Degree from a recognized University/HEIs.</li> <li>❖ Minimum 3 years of work experience of Digital Marketing at University/Institute/ Industry level.</li> </ul>	<p><b>Role and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>❖ Plan and execute all web, SEO/SEM, database marketing, email, social media, and display advertising campaigns.</li> <li>❖ Design, build, and maintain our social media presence.</li> <li>❖ Measure and report performance of all digital marketing campaigns and assesses against goals (ROI and KPIs).</li> <li>❖ Identify trends and insights and optimize the speed and performance based on the insights.</li> <li>❖ Brainstorm new and creative growth strategies through digital marketing.</li> <li>❖ Plan, execute, and measure experiments and conversion tests.</li> <li>❖ Collaborate with internal teams to create landing pages and optimize user experience.</li> <li>❖ Utilize strong analytical ability to evaluate end-to-end customer experience across multiple channels and customer touch points.</li> <li>❖ Identify critical conversion points and drop off points and optimize user funnels.</li> <li>❖ Collaborate with agencies and other vendor partners.</li> <li>❖ Evaluate emerging technologies.</li> <li>❖ Provide thought leadership and perspective for adoption where appropriate.</li> <li>❖ Create and maintain client relationships</li> <li>❖ Take initiative</li> <li>❖ Customer-focused</li> <li>❖ Proficiency in marketing research and statistical analysis</li> <li>❖ Employ proven working experience in digital marketing, preferably at industry level.</li> </ul>

6	<b>Academic Coordinator/ Office Assistant</b>	01	<ul style="list-style-type: none"> <li>❖ Bachelor /Master Degree from a recognized University /HEIs.</li> <li>❖ Minimum 5 years of work experience as an Academic coordinator at University/Institute level.</li> </ul>	<p><b>Role and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>❖ Preparing class / batch schedule on regular basis.</li> <li>❖ .Maintaining attendance tracker of Students and Faculty.</li> <li>❖ Managing and coordinating examination activities.</li> <li>❖ Faculty handling and coordination.</li> <li>❖ Counseling students for improving their performance.</li> <li>❖ Maintaining admin related documents.</li> <li>❖ Maintaining result files.</li> <li>❖ Maintain Program-wise &amp; semester-wise teaching load.</li> <li>❖ Organize Lesson Plans course wise and publish them in pdf.</li> <li>❖ Prepare Class Time-Table for all the classes:</li> <li>❖ Excellent oral and written communication skills and should have the ability to develop effective working relationships.</li> </ul>
7	<b>Graphic Designer</b>	01	<ul style="list-style-type: none"> <li>❖ Bachelor /Master Degree from a recognized University /HEIs.</li> <li>❖ Minimum 3 years of work experience in Graphic Designing.</li> </ul>	<p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>❖ Planning concepts by studying relevant information and materials.</li> <li>❖ Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.</li> <li>❖ Preparing finished art by operating necessary equipment and software.</li> <li>❖ Coordinating with outside agencies, art services, web designer, marketing, printers, and colleagues as necessary.</li> <li>❖ Contributing to team efforts by accomplishing tasks as needed.</li> <li>❖ Communicating about layout and design.</li> <li>❖ Creating a wide range of graphics and layouts for product illustrations, company logos, and websites with software such as Photoshop.</li> <li>❖ Reviewing final layouts and suggesting improvements when necessary.</li> </ul> <p><b>Desired Candidate Profile</b></p> <ul style="list-style-type: none"> <li>❖ Experience as a graphic designer or in related field.</li> <li>❖ Demonstrable graphic design skills with a strong portfolio.</li> <li>❖ Proficiency with required desktop publishing tools, including Photoshop, In Design Quark, and Illustrator.</li> <li>❖ A strong eye for visual composition.</li> <li>❖ Effective time management skills and the ability to meet deadlines.</li> </ul>

Note: Interested candidates may apply for the above post through email, at [hr1@iitmjp.ac.in](mailto:hr1@iitmjp.ac.in) or [registrar@iitmjp.ac.in](mailto:registrar@iitmjp.ac.in) along with their updated CV and a cover letter.

**(Registrar)**