



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry	Higher Education
Post/Job Title	Assistant Manager – International Placements
Job Type	Regular, Full time
Reporting to	Campus Faculty Incharge - Placements and Chief Placement Officer
No of positions	1
Job Location	Hyderabad
Job Purpose	The ideal candidate will focus on expanding international placement opportunities by working closely with international recruiters, alumni, and institutional stakeholders. They will play a key role in attracting and engaging global recruiters. The candidate will manage logistics, build strong relationships with recruiters, and coordinate with various departments to ensure smooth placement processes. Leveraging a strong sales acumen and business development expertise, the candidate will develop new recruiter partnerships and enhance the campus's global outreach.
Principal Responsibilities	<ul style="list-style-type: none"> • Proven expertise in attracting and converting international recruiters for student placements. • Manage all logistics related to international recruiter engagement, including communication, hospitality, and coordination of campus placement drives. • Collaborate with departments, alumni networks, and stakeholders to expand the base of international recruiters offering opportunities to Hyderabad students. • Act as a dedicated point of contact for recruiters, ensuring seamless interactions and resolving any concerns proactively. • Develop strategies to tap into existing recruiter networks across campuses and secure international hiring opportunities. • Maintain and update the placement automation system with placement data. • Handle MIS-related data for students and track outcomes effectively. • Assist the Placement Manager in executing the placement calendar with a specific focus on international placements. • Manage offer letters, student databases, and all relevant documentation
Qualification and Experience	<ul style="list-style-type: none"> • MBA or M.Tech with proven experience in attracting and converting international recruiters for hiring from reputed institutions. • Desirable Skills: Strong sales acumen with demonstrated business development and recruiter acquisition capabilities. • Additional Specifications: Experience in a similar environment or role will be an added advantage. • Experience: 6–9 years
Additional Remarks	This position requires a dynamic individual with the willingness to travel and work extended hours to accommodate the needs of international recruiters and placement schedules.
Term and Remuneration	Rs. 12 – 14 Lakhs annual CTC (which includes target-based performance incentives). Term of appointment is for 2 years and will be renewed based on satisfactory performance review against the goals set.