



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570

Tel: 0495 2809160/ 366

RECRUITMENT OF CORPORATE RELATIONS EXECUTIVE (C.A.R.E) ON CONTRACT

Notification No. C-67/2024-IIMK.HR

Applications are invited for the contractual position of Corporate Relations Executive (C.A.R.E) at Indian Institute of Management Kozhikode.

Position	CORPORATE RELATIONS EXECUTIVE (C.A.R.E)
Maximum Age Limit	35 years
Consolidated Monthly Remuneration	Rs. 1,00,000 (Consolidated)
Essential Qualification & Experience	Educational Background - A Master in Business Administration degree in business, marketing, communications, Human Resource or a related field. Administrative Experience - 3+ years of relevant experience in Corporate relations, Customer service and support, Account Management, Business development etc. Skills Excellent communication and negotiation skills. Ability to communicate in English & Hindi proficiently will be an added advantage. Aptitude to manage multiple stakeholders and work in cross-functional teams. Proficiency in CRM tools and MS Excel.
Job Profile	The candidate will be responsible for building strategic partnerships with Corporates. In this pivotal role, the candidate will connect with leading companies across sectors, fostering and managing relationships with business heads, partners, HR Managers, Alumni, and other external stakeholders. The role requires the candidate to focus on seeking internship and placement opportunities across diverse industries in alignment with the strategic goals of CARE (Corporate Access, Readiness & Engagements). This role also requires organizing activities and increasing student corporate access by facilitating various Leadership talks, Workshops, Alumni sessions, mentoring programmes, etc., and facilitating readiness through ongoing processes.
Key Responsibilities:	1) Mapping of the existing corporate engagements with regard to placements, including roles being offered to IIM

	K using the CRM software. Furthermore, the focus should be on finding gaps in driving engagement strategies. 2) To examine and identify Corporations/Business groups not visiting IIM K. Strategize on campus and online recruitment drives and support the placement process. 3) To identify and cultivate new partnerships aligned with the CARE objectives. 4) To develop alternate communication forms and explore other methods of corporate connections to increase the reach of the CARE office. 5) Connect with alumni for industry insights, networking, and mentorship initiatives that benefit students. Engage with industry leaders to create meaningful interactions and exposure for students. 6) Track and analyse key metrics (New companies enrolled, number of offers rolled out, critical support required for students to enhance preparedness for placements etc. liaising with external agencies including but not limited to for the conduct of various sessions regarding the preparedness for the Placements process) to provide results on various related outcomes. 7) Manage contracts, compliance, and any legal requirements associated with corporate collaborations. 8) Support Executive CARE with necessary inputs for Engagement activities.
Date & Time of Interview	To be announced

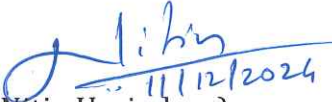
General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in> latest by **5:00 pm of 02-01-2025**. In case of any technical difficulty candidates are advised to contact cc@iimk.ac.in or hr@iimk.ac.in
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for an initial period of six months. Further extensions will be subject to job requirements and performance.
5. Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed. Time slots will be communicated by e-mail.
7. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.

8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 02-01-2025.

Dated: 11-12-2024


(K Nitin Harindran)

Asst. Admin. Officer (HR-Staff Matters)

