



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnammangalam, Kozhikode,
Kerala State, India – PIN 673570, Tel: 0495 2809160/ 366

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

Notification No. C-49/2025-IIMK.HR

Applications are invited for the filling of contractual position of Executive (*Corporate Access, Readiness and Engagement i.e. C.A.R.E)) at Indian Institute of Management Kozhikode.

Position	Executive (C.A.R.E)
Essential Qualification & Experience	• Master's degree in business administration, Marketing, HR, or a related field. • Minimum of 5+ years of experience in campus placements, business development, sales, marketing, or admissions preferably within the management education sector OR worked in HR dept./Talent Acquisition dept. of reputed corporates. • Strong understanding of the higher education landscape and campus placements. • Excellent communication and interpersonal skills, with the ability to engage with diverse audiences and build rapport with prospective recruiters. • Proven track record of achieving targets and driving results in a competitive environment. • Ability to work independently, as well as collaboratively, in a fast-paced, deadline-driven environment. • Proficiency in MS Office suite and CRM software (e.g., Salesforce, Hub Spot, LinkedIn, etc.). • Flexibility to work evenings and weekends, as needed, to accommodate events and outreach activities. • Passion for management education and a commitment to promoting lifelong learning and personal development.
Duties and responsibilities	<u>Key Responsibilities:</u> 1. Identify and prioritize target sectors/domains, demographics, and geographic areas for campus placements based on market research, analysis of roles & compensation-based, industry trends and competition. 2. Cultivate and maintain relationships with hiring managers and HR in various organizations. 3. Plan and execute marketing and promotional campaigns, both online and offline, to raise awareness of the institution's offerings/talents and attract potential recruiters. 4. Track job market, other major MBA campuses placements activities, and identify opportunities for continuous improvement and innovation. 5. Undertake presentation on career development, career skills and career opportunities. 6. Coordination and collaboration with other stakeholders. 7. Provide training in writing resumes, completing application and facing interviews etc.

	8. Help the participants in succeeding with the outcomes through placements with various reputed organizations nationally and internationally 9. Supporting in execution of event calendar for C.A.R.E operations 10. Prepare regular reports and presentations for senior management, highlighting key performance indicators, achievements, challenges, and recommendations for future initiatives. 11. Extensive travelling to meet corporate HR team on regular basis.
Consolidated Monthly Remuneration	Rs. 1,00,000/-
Position Over view	<u>Position Overview:</u> We are seeking a motivated and dynamic individual to join our team as an Executive- Corporate Access, Readiness and Engagement. The candidate will be responsible for helping in managing the C.A.R.E process for the programme. The role involves analyzing the roles suitable for the participants of the various Programmes, market and brand the Programmes by engaging with corporate HR teams and strengthen the relationships with key stakeholders. This role requires a passion for management education, strong interpersonal skills, and the ability to identify and pursue opportunities to enhance the Programmes and Institution's presence in the industry.
Location	Based out of IIM Kozhikode - Kozhikode Campus/Kochi Campus
Maximum Age Limit	35 years
Date & Time of Interview	To be announced

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties and responsibilities may be amended, as required, per the institution's needs.

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 10.09.2025**.
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 interview schedule, if any.
4. **The engagement to the above position will purely be on contract basis for a period of one year and further extension/s, if any will be depending upon the performance/administrative requirements.**
5. Based on details submitted in the application, 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 10.09.2025

Dated: 21.08.2025



[Handwritten signature]
21/08/2025

Administrative Officer (HR-Staff Matters)