



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

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

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

Notification No. C-76/2026-IIMK.HR

Applications are invited for the filling of contractual position of Operations Coordinator (C.A.R.E*) at Indian Institute of Management Kozhikode.

Position	Operations Coordinator (C.A.R.E*)
Essential Qualification & Experience	Post-Graduation in any discipline with minimum Eight (08) years of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization. OR Graduation in any discipline with minimum Ten (10) years of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization. In addition, the candidates should be proficient in (i) MS-Office (word, excel, power point etc.), internet usage, Zoom or any online meeting tools. (ii) Good Communication proficiency in English (Both written and verbal) and Hindi. (iii) Drafting skills.
Duties and responsibilities**	Key Responsibilities: 1. Infrastructure & Placement Operations - Plan, allocate and monitor the utilization of infrastructure and resources during the placement season and C.A.R.E* activities. - Coordinate logistical arrangements for interviews, Pre-Placement Talks, GDs, PPIs and other recruitment-related activities. - Ensure timely readiness, functionality and upkeep of infrastructure required for placement and C.A.R.E* activities. 2. Data Management & Analytics - Maintain updated and accurate records of company engagements, placement activities, student participation and related processes. - Compile and analyse data to support operational reviews, reporting and decision-making. - Ensure appropriate confidentiality and integrity of data maintained by the C.A.R.E* Office. 3. Cross-functional Coordination - Coordinate with the Programmes Office, IT, Finance, Administration and other internal stakeholders for seamless execution of placement and C.A.R.E* activities. Coordinate with corporate representatives and student representatives/committees on scheduling, logistics and execution of activities.



	- Facilitate timely communication of requirements and action points across stakeholders. 4. Financial & Budget Management - Coordinate and process payments relating to placement activities, vendor services and C.A.R.E* initiatives. - Monitor budget utilisation and ensure expenditure is aligned with approved provisions and institutional guidelines. - Prepare expenditure statements and financial reports for periodic review. 5. Documentation, Reporting & Compliance - Maintain systematic records of operational processes, approvals, communications and other C.A.R.E*-related activities. - Prepare periodic reports on placement progress, C.A.R.E* activities, resource utilisation and other operational parameters, including Demerit System tracking. - Maintain records required for audit, compliance and institutional review of C.A.R.E* activities. 6. Any other placements related duties assigned by the C.A.R.E* - Chairperson/ C.A.R.E - in charge.
Consolidated Monthly Remuneration	Rs. 45,000 /-
Maximum Age Limit	40 years (as on date of notification)
Date & Time of Interview	To be announced

* Corporate Access, Readiness and Engagement i.e. C.A.R.E

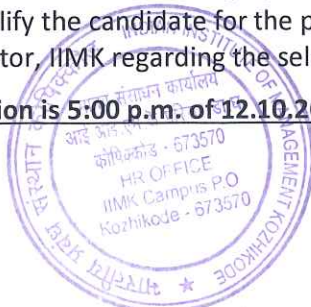
**Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties and responsibilities may be amended, as required, per the institution's needs.

General Information and Conditions:

- Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 12.10.2026**.
- Candidates are requested to upload their photograph, certificates, CV and signature, as per the format prescribed in the online portal.
- Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding interview schedule, if any.
- The engagement to the above position will purely be on contract basis for a period of six months and further extension/s, if any will be depending upon the performance/administrative requirements.**
- Based on details submitted in the application, candidates will be shortlisted for selection process and interview.
- Eligible applications would be screened and only shortlisted candidates will be interviewed. Time slots will be communicated by e-mail.
- If selected, engagement will be subject to verification of all certificates and experience at the time of joining.**
- Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
- Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 12.10.2026

Dated: 22.09.2026



Administrative Officer (HR-Staff Matters)