Requires

Executive

There is a requirement of Executive in placement office. We require a person who would be handling the coding and app development of placement office along with facilitating the placement activity.

Job description

1. The candidate should be proficient in Computer applications (coding and app development). To maintain the existing software developed by the office.
2. Managing placement data across online and offline channels, maintaining accurate, year-round records to support institutional surveys, accreditation, and ranking submissions.
2. Coordinating end-to-end placement logistics and managing inventory operations throughout the placement season to ensure smooth execution.
3. Facilitating the placement audit process in coordination with external/internal auditors and student representatives to ensure record accuracy and compliance.
4. Executing ad-hoc initiatives and special assignments delegated by the Chairperson and AGM.

Qualification, Experience and Skills:

1. Graduation from any recognized university.
2. Minimum 2 years of experience in coding and app development.
3 The candidate should be proficient in Data management & analytics, Computer applications (coding and app development), Microsoft applications especially advanced excel and good communication skills.

Job Location: Ahmedabad (No work from Home option)

This position will be on **Third Party Payroll.**

Interested candidates are requested to apply through the below link:
https://forms.gle/j8QA3KWS852PcYsP9

Last date to apply : **December 03, 2026**