

Recruitment Notification (Non-Teaching Staff)

Management Development Institute Gurgaon is a reputed Business School consistently ranked among the top B-schools in the country is looking for a dedicated and committed person (s) for the position of:

Manager, Career Advancement Services (CAS) - Graduate Programme Placement (On Contract)

QUALIFICATION AND EXPERIENCE

- **MBA/PGDM** from a reputed institution and a minimum **10 years post qualification experience**.
- MBA/PGDM with minimum 55% marks or equivalent from a reputed Institute and a minimum experience of 10 years of post-qualification experience in the relevant field.
- S/he familiar with Microsoft Office esp. MS Excel. Result-driven, knowledge of the job market, being cognizant of corporate sales, teamwork, interpersonal abilities, interdepartmental cooperation, synchronization, and communication abilities knowledge of business, ability to negotiate, and ability to influence.
- Administering or leading executive education at any leading business school. Experience in placement/career advancement services roles in business school's is desirable.
- International work experience would be a plus. Managing and leading people.

Compensation: As per experience and fit and in line with industry standards for the right candidate.

Details about the Institute can be viewed at the Institute website: www.mdi.ac.in

Interested person may apply to nonacademicrect@mdi.ac.in and send hard copy of their "Curriculum Vitae" along with copies of the testimonials through speed post / courier to **Chief Administrative Officer (Administration), Management Development Institute, Post Box No. 60, Sukhrali, Gurugram - 122007 (Haryana)** so as to reach latest by **February 22, 2024**.

Chief Administrative Officer (Admin.)