Job Title: Administrative Executive
Department: Office of Corporate Relations
Location: Rajagiri Business School, Rajagiri Valley, Kakkanad
Reports To: Assistant Director – Office of Corporate Relations

Job Summary

The Administrative Executive will play a pivotal role in supporting the Office of Corporate Relations by efficiently managing backend placement operations, maintaining accurate records, coordinating hospitality arrangements, and ensuring smooth communication with students and corporate guests. The role requires excellent proficiency in Microsoft Excel, effective communication in English, and a high degree of professionalism in handling administrative and guest-facing responsibilities.

Eligibility:
Minimum Qualification (UG):
- **BCA, BBA, B.Sc. in Computer Science or Information Technology**
- **B.Com. with Computer Applications or Business Analytics**

Preferred / Additional Qualifications (PG or Certification):
- **Post Graduate Diploma in Business Administration (PGDBA)** or **PGDM**
- **MBA with a specialization in HR or Operations** (not mandatory but preferred for coordination-heavy roles)
- **Diploma/Certification in Advanced Excel**, Office Management, or **Event Coordination**
- **Google Workspace or Microsoft Office Certification** (especially Excel-focused)

Skills & Experience:
- **Advanced proficiency in Microsoft Excel** (e.g., VLOOKUP, Pivot Tables, Conditional Formatting, Data Validation).
- Experience with **Google Workspace** (Docs, Sheets, Drive, Forms) and **MS Office**.
- Excellent **verbal and written communication skills** in English.
- Professional demeanor for interacting with **corporate guests and senior stakeholders**.
- Prior experience in **administrative or placement coordination** roles will be an added advantage.
- Comfort with managing **multiple tasks under tight deadlines**.

Key Responsibilities

- Understand and align with the **Policy for Summer Internship & Campus Placements**.
- Create and maintain **Student Trackers** and manage **Google Drive folders** for each placement season.
- Handle **student registrations** for each recruiter – open, monitor, and close registrations in a timely manner.
- Prepare and print all relevant **documentation for campus drives**, including CV books, attendance sheets, evaluation forms, etc.
- Collect and document student-related submissions (Opt-Outs, defaulters, exemptions) with necessary **approvals/signatures**.
- Create and update a **Master Placement Ledger** to track activities from student registration to final offer letter.
- Draft and send clear, timely **communication to students** regarding placement activities and recruiter instructions.
- **Collect and digitize recruiter feedback** after each campus engagement.
- Coordinate with internal departments for **venue reservations, food & beverage arrangements, and guest hospitality** for placement drives.
- Work with the design team to:
  o Prepare the **Placement Brochure** by June 30th every year.
  o Develop **event-specific posters and digital displays** for recruiters.
  o Design social media content for **quarterly placement results**.
- Manage **On-Duty (OD) permissions** for students involved in placement activities.
- **Generate reports** and summaries of placement data as required.
- Maintain a detailed record of **gifts and tokens of appreciation** provided to recruiters.
- Systematically archive all **placement-related collaterals**, including:
  o Attendance lists, GD/PI sheets, feedback forms, bills, vouchers
- Candidate documents submitted during registration