



# ST. THOMAS COLLEGE, PALAI

RE-ACCREDITED WITH 'A++' GRADE BY NAAC WITH CGPA 3.56 COLLEGE WITH POTENTIAL FOR EXCELLENCE (UGC -CPE)

INCLUDED UNDER SECTION 2 (f) & 12 (B) OF THE UGC ACT 1956 AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

No. CHR&CR/2021/01

01/12/2021

## NOTIFICATION

St. Thomas College, Palai invites applications from eligible and aspiring candidates to the post of 'Corporate Relations Executive' in the Centre for Human Resource Development and Corporate Relations (CHR&CR) of the College. The eligibility criteria and other details are given below.

<b>Designation</b>	:	Corporate Relations Executive
<b>Nature of Appointment</b>	:	Full time - Contract basis
<b>Mode of Selection</b>	:	Open Competition

### **Qualification:**

- Any Postgraduation (Preferably Master of Business Administration or its equivalent programme with specialization in Human Resource Management)
- A minimum of one year corporate experience (Preferably in Human Resource Management)

### **Desired Skills:**

- He / She should have good communication and interpersonal skills, so as to effectively interact with senior professionals
- He / She should be comfortable in working with targets
- He / She should be able to professionally use word processing, data management and presentation software
- He / She should possess very good presentation skills, excellent objection handling skills and organizing skills
- He / She should be willing to work outside office hours
- He / She should be willing to travel for visiting corporate offices and other clients

### **Job roles:**

- Conducting career orientation / counselling and human resource development training for the students
- Enhancing the employability skills of the students
- Creating and maintaining corporate relations
- Organizing campus placement drives and job fairs
- He / She shall be office-in-charge of CHR&CR of the College

The shortlisted candidates shall undergo different levels of screening before the appointment. Interested candidates are directed to submit the application **through email to [careers@stcp.ac.in](mailto:careers@stcp.ac.in) on or before 31/12/2021.**

For more information, contact Sri. James Varghese, Coordinator, CHR&CR (+919048710208).



  
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