



Telangana State Private Universities Act No. 11 of 2024

Gowraram, Hyderabad, Telangana, 502279

www.kaveriuniversity.edu.in

NOTIFICATION NO. 13/2026

Administrative Office

Placement Office Executive / Office Assistant– Industry Relations

The University invites applications from enthusiastic and organized candidates for the position of Placement Office Executive / Office Assistant in the Placement & Career Services Department.

The selected candidates will provide administrative and operational support for placement activities and ensure the smooth functioning of the Placement Office.

Minimum Qualifications& Experience

1. Bachelor's Degree in Engineering, Management, Commerce, Science, Arts, Computer Applications, or any other relevant discipline from a recognized University.
2. MBA (HR/Marketing or related specialization) is preferred.
3. Freshers may also apply.
4. 0–5 years of experience in Placement Operations, Office Administration, HR, Recruitment, CRM, MIS, Academic Support, or related functions will be preferred.

Required Skills and Competencies

1. Excellent organizational, coordination, and communication skills.
2. Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) and Microsoft 365.
3. Knowledge of CRM platforms, MIS reporting, database management, and documentation.
4. Ability to multitask and coordinate with students, recruiters, faculty, and internal stakeholders.

Job Responsibilities

1. Provide administrative and operational support to the Placement & Career Services Office.
2. Maintain recruiter, student, internship, placement, and CRM databases.
3. Coordinate campus recruitment drives, interviews, employer visits, meetings, and placement events.
4. Prepare placement reports, presentations, brochures, MIS dashboards, and analytics.
5. Manage employer communications, documentation, and office correspondence.
6. Coordinate with students, recruiters, faculty, and internal stakeholders for smooth placement operations.
7. Generate periodic MIS reports and ensure timely CRM updates and data accuracy.
8. Perform duties assigned by the Head – Placement & Career Services.



Interested candidates may download the Non-Teaching Application Form from the University website: <https://kaveriuniversity.edu.in/downloads/> Applicants should submit the completed application form along with **Resume and experience certificates** (in a single PDF document) to: careers@kaveriuniversity.edu.in
Last date for submission: 26-08-2026.

Registrar