



Campus Placements 2018-19

About the company:

Autogram was started by IIT-Kharagpur and IIM-Ahmedabad alumni in 2017. It is an HR Technology platform that helps students in Becoming Job-Ready and getting the Right-Job. Our range of services include:

- **Corporates** - Fresher Hiring, Lateral Hiring, AI-based Screening, Employer branding.
- **Colleges** - Campus Branding, Soft-skills training and Placements.
- **Students** - Resume Building, Mock Interviews, Expert feedback and Job Opportunities.

Through Autogram, students are not only able to showcase their true potential to the companies but they are also able to become **INTERVIEW-READY** by practising mock interviews and real-time feedbacks from experts.

Today, Autogram is working with **40+ companies** in India and **300+ institutes**.

25000+ students have enrolled into Autogram for their placement preparation and we have helped **500+ students** to get their dream jobs.

We are also working on cutting edge Artificial Intelligence technology to analyse human behaviours from their Video by understanding their Facial expressions, Voice tone and Speech analysis. To know more please visit: <https://myautogram.com>

Job Title: Campus Operations Executive

Roles and Responsibilities:

- Building relations with TPOs of various campuses in India.
- Liaison with clients to understand their campus requirements and accordingly design an end-to-end plan of execution.
- Should be able to liaison with all the colleges and management institute to reach the target audience.
- Interacting internally with the departments for resolving client queries and escalations.
- Data Management including updating of all details related to new client and providing clear download for all departments.
- Follow up with team for closure.
- Come up with ideas to improve the experience of students and TPOs on our platform.

Other Aspects / Skills :

- Ability to handle multiple assignments in a fast-paced environment.
- Self-motivated with strong organizational skills and exceptional attention to detail; highly motivated to succeed under minimal supervision leveraging social media, SharePoint and Microsoft Office.
- Ability to learn.
- Excellent communication and interpersonal skills.

CTC: 3 - 4 lakhs per annum

Location: Kolkata

Eligibility: All UG and PG students, year of passing out 2018 and 2019.

