

ARKA JAIN UNIVERSITY

TRAINING & PLACEMENT DEPARTMENT

PLACEMENT OPPORTUNITY @ KIDS INTERNATIONAL SCHOOL

NOTICE NO.: AJU/T&P/UG/0022/21-22

DATE: 17/12/2021

NAME OF COMPANY: KIDS INTERNATIONAL SCHOOL

Registration Deadline: 11:59 pm, 18th December 2021.

COMPANY PROFILE:

Kids International School is an internationally awarded (Best emerging school of the city) C.B.S.E curriculum based school located in Mango, Jamshedpur.

NAME OF THE POSITIONS VACANT: 1.School Manager 2.Office Assistant

JOB PROFILE:

School Manager

- To manage the school, staffs and day to day visitors or other stakeholders.
- To ensure the positive turn up of counseling and enquiries in admissions.
- Apart from the above mentioned the details of the job role will be discussed at the time of interview.

Office Assistant

- To manage the school, staffs and day to day visitors or other stakeholders.
- To schedule meetings of the School Director.
- To handle assignments given by the Director and Principal.
- To monitor the School Team and ensure proper reporting of the work efficiency of the whole Team.
- Apart from the above mentioned the details of the job role will be discussed at the time of interview.

JOB LOCATION: Road No 17, Jawaharnagar, Mango, Jamshedpur

SALARY PACKAGE OFFERED:

Salary offered for **School Manager** Rs.15000 to Rs.20000 Per Month (Based on performance in interview)

Salary offered for **Office Assistant** Rs.12000- Rs.15000 Per Month (Based on performance in interview)

COURSE ELIGIBLE: BBA & B.COM

ELIGIBLE PASSING YEAR: 2022

GENDER ELIGIBLE: Female

TENTATIVE JOINING DATE/PERIOD: Immediate

SELECTION PROCESS: On Campus Drive

ANY BOND/SECURITY AMOUNT: NO

PROCESS OF REGISTRATION:

01. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/SUJiewyeBAohG8T37>

02. Students registered with the T&P Department for placements are only eligible.

03. Please note that it is mandatory to submit the above form to nominate successfully.

04. The form can be submitted only once, thus please be cautious while filling up the form.

05. The Resume File name must be the student's own name.

06. Registration Deadline: 11:59 pm, 18th December 2021.

07. The Registration process will automatically turn off after the provided deadline.

08. One student can Register only once, thus be cautious while registering.

09. You are advised to read & understand the disclaimer below before applying for this opportunity.

10. For queries you may Whatsapp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

Sd/-



HEAD – TRAINING & PLACEMENTS

Disclaimer: The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without

any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioural both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.