Central Training & Placement Office

Vishwakarma Institutes, Pune

Greetings from the Training and Placement Office.

Position: Clerical – Central Training & Placement Office

Payroll: 3rd Party Payroll

Salary : 2.5 LPA

Education : B.Com, B.Sc or BCA Graduate.

Location: Bibwewadi / Kondhwa

Send resumes to mail id : tpo_students@vit.edu

About the Role:

Will primarily be responsible for handling **ERP-based operations and official email communication** related to training and placement activities.

This role involves managing student and recruiter data, responding to placement-related queries, and ensuring smooth digital coordination of all CTPO processes.

This role requires strong organizational, communication, and computer skills to manage daily office operations effectively.

Key Responsibilities:

1. ERP Operations (Primary Responsibility)
2. Email Handling & Communication
3. Administrative Support
4. Data Management & Reporting
5. Coordination & Communication
6. Office Operations
7. Compliance & Documentation

Required Skills & Technical Competencies:

- Strong working knowledge of **ERP systems**
- Proficiency in **Email drafting and management** (official/professional communication).
- Good command over **MS Excel, Word, and basic reporting tools**.
- Basic knowledge of handling databases and student information systems.