



Vacancy No.: SSUHR / REC / NT / 2024 / 010

Recruitment of Technical Officer

Sri Sri University invites applications for the position of **Technical Officer** in the Human Resources Development Cell.

No. of Position	1 (One)
Max Age Limit	40 Years
Qualification & Experience	<ul style="list-style-type: none">• MBA / PGDM / BE or B Tech / Graduate in Science or Commerce with Good academic background.• 1 to 5 Years of experience in relevant field.• Fresher with excellent verbal and written communication skills (English), should have minimum 60% marks throughout, can apply.
Roles & Responsibilities	<ul style="list-style-type: none">• Research and identify new market opportunities.• Identifying opportunities for new business development.• Generating New business and maintaining revenue targets.• Making Project Proposals.• Work on collaboration with different organizations to conduct various events facilitated by the HRDC cell.• Maintain fruitful relationships with clients and address their needs effectively.• Maintain database for day-to-day activities, Training programmes, FDP/MDP, and conferences performed under cell.• Work with senior team members to identify and manage risks.• Foster a collaborative environment within the organization.• Maintain records of HRDC.• Generate monthly and annual report of HRDC for reference of HOD -HRDC. Prepare a consolidated report with revenue earnings.• Any other responsibilities, the organization feels prudent to entrust to you from time to time depending on the need.

Salary: Negotiable

How to Apply:

Applicants are requested to submit their applications, using the prescribed application form, with the subject line "**Application for the post of Technical Officer,**" to jobs@srisriuniversity.edu.in by **5:30 PM** on or before **July 31, 2024**. Shortlisted candidates will be required to undergo a selection process.

The **application form** can be found on the University's website: <https://srisriuniversity.edu.in/careers/>

Campus: Sri Sri Vihar, Ward No. 3, Godi Sahi, Bidyadharpur, Cuttack-754006

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