



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

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Training and Placement Cell EVENT REPORT

Event: Role Play
Topic: Write Job Description
Date: 04.06.21
Time: 09:50 am
Duration: 50 minutes
Mode: Microsoft Team
Program: MBA
Coordinator: Ms. Shilpa Bhandari
Department of Management Sciences, TIAS
Convener: Dr. Nivedita, Head Training and Placement Cell
No. of students: 10

Objectives:

- To make students understand the scope of job description
- To make students understand the requirements and responsibilities of respective positions in an organisation
- To help students secure a challenging position in a reputed organisation by highlighting their skills, knowledge and abilities as per the job description.

Report:

A role play session on "Write JD" was organized by Training and Placement Cell of Tecnia Institute of Advanced Studies on 04.06.21 under guidance of Director sir- Dr. Ajay Kumar and Head Training & Placement Cell- Dr. Nivedita.

The need to attract and retain skilled workers increases the importance of a job description to a business. By providing a precise account of a job's requirements and duties, a company gives a future employee an initial understanding of the most important functions she will perform if hired. The description also references the education, skills and experience required to do the job, which makes the task of interviewing applicants and hiring a new employee much easier than it would otherwise be. Students in this session were asked to prepare the job description as per the management position given to them.

Ms. Shilpa Bhandari guided the students on making a good job description. She shared the sample job descriptions with students to make them have a thorough understanding of role

and responsibilities required for a specific position. The students were told about the phrases that should never be used while explaining their job role in their parent company.

The students have made a sample at that time and they were told the corrections in the same. Their doubts were beautifully solved by Dr. Nivedita. The session was interactive & very fruitful in enhancing the skills of the students in resume building and this will definitely benefit them a lot in future. The Training & Placement Cell will continue to work in this direction & lead student towards a brighter and successful future.

Learning outcomes:

- The session helped the students in learning new and latest formats for writing job descriptions
- It helped students had a thorough knowledge about the job descriptions
- Students were able to prepare job descriptions effectively
- It helped students secured a challenging position in a reputed organisation by highlighting their skills, knowledge and abilities in job description.

List of participants:

S.no.	Name	Enrolment No.
1	Kailash Talreja	00117003920
2	Shivangi Saxena	00417003920
3	Varun Tandon	00517003920
4	Bharat Mathur	00717003920
5	Kanchan	01217003920

Job brief

We are looking for a Head of Marketing who'll lead all our marketing activities from social media and digital campaigns to advertising and creative projects.

Head of Marketing responsibilities include developing plans to help establish our brand, allocating resources to different projects and setting short-term and long-term department goals. If you're a skilled Marketing strategist, able to inspire your team members, we'd like to meet you.

Ultimately, you will run our Marketing department in ways that promote higher profitability and competitiveness.

Responsibilities

- Craft strategies for all Marketing teams, including Digital, Advertising, Communications and Creative
- Prepare and manage monthly, quarterly and annual budgets for the Marketing department
- Set, monitor and report on team goals
- Design branding, positioning and pricing strategies
- Ensure our brand message is strong and consistent across all channels and marketing efforts (like events, email campaigns, web pages and promotional material)
- Analyze consumer behavior and determine customer personas

Job brief

We are looking for a competitive and trustworthy Sales Executive to help us build up our business activities.

Sales Executive responsibilities include discovering and pursuing new sales prospects, negotiating deals and maintaining customer satisfaction. If you have excellent communication skills and feel comfortable reaching out to potential customers to demonstrate our services and products through email and phone, we'd like to meet you.

Ultimately, you'll help us meet and surpass business expectations and contribute to our company's rapid and sustainable growth.

Responsibilities

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal teams

Requirements

Job brief

We are looking for an HR Specialist to join our team and monitor all Human Resources functions.

HR Specialist responsibilities include preparing compensation and benefits packages, setting up company policies and maintaining updated employee records. To be successful in this role, you should have a good understanding of full cycle recruiting and solid knowledge of labor legislation.

Ultimately, you will foster a healthy workplace by ensuring our HR procedures run smoothly at all times.

Responsibilities

- Prepare and review compensation and benefits packages
- Administer health and life insurance programs
- Implement training and development plans
- Plan quarterly and annual performance review sessions
- Inform employees about additional benefits they're eligible for (e.g extra vacation days)
- Update employee records with new hire information and/or changes in employment status
- Maintain organizational charts and detailed job descriptions along with salary records
- Forecast hiring needs and ensure recruitment process runs smoothly
- Develop and implement HR policies throughout the organization
- Monitor budgets by department
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labor legislation

Requirements

- Proven work experience as an HR Specialist or HR Generalist
- Hands-on experience with Human Resources Information Systems (HRIS), like BambooHR and PeopleSoft