

Company Name: Liceo de Arte y Tecnología

Opportunity Date (Month/Day/Year): November 6, 2024

Opportunity Title: Placement Officer

Area of Specialization: Mercadeo

Type of Position: ☐ Part-Time ☒ Full-Time

Compensation: ☒ Pay ☐ Stipend ☐ Without Pay

Location: 405 Ave Ponce de Leon, Hato Rey, PR 00918

Contact Person & Job Position: Héctor Montañez

E-mail of Contact Person: hmontanez@liceo.edu

E-mail to send resume or application URL:

Phone Number: (787) 999-2480

Logo:



Salary:

Application Deadline: **November 20, 2024**

## Job Description or Minimum Requirements /Internship/COOP:

### Minimum Requirements:

- BA in Marketing or Human Resources, - Quick learning, - Agile in technology, - Organized
- Attention to details, - Able to work with little supervision, - The selected person will be trained

### Job Description:

Liaison between graduates and employers, It will help students to create resumes, - Coordinate graduate interviews, - It will facilitate the processes of requesting revalidation for students and graduates. - Will compile statistical data to achieve compliance with placements. - Know how to use Office (Outlook, keyboard skills). - Basic knowledge of English.