



**FORE School of Management**

**Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi – 110016**

**Recruitment Notice for the post of Executive (Communication and Branding Office)**

**FORE School of Management:** has emerged as a leading B-School of India in a short span of time. The programs offered at FORE School of Management are AICTE approved and are contemporary in terms of design, content, pedagogy and process, and match the best that is offered anywhere in the world. FORE's infrastructure and faculty are highly rated and the faculty members have made meaningful contributions through pedagogical innovations which are our institutional priority. The programmes offered at FSM, enable students to be thinkers of tomorrow while enhancing their conceptual, analytical, and critical reasoning skills to communicate with impact, and to be innovative, creative, and responsible in a dynamic global world.

**FORE School of Management invites applications for the post of Executive (Communication and Branding Office) on Contract basis (One Post).**

**Minimum Qualification Required:** Candidate must possess an MBA or equivalent degree with a minimum of 03 years of relevant experience.

**Job Description:**

- Candidate must be enthusiastic and result-driven individual to help drive forward the institute's communication and PR activities.
- Good understanding of Institutional Branding related activities, preparing promotional materials; sound knowledge of Social Media Marketing (SEOs, LinkedIn, Twitter, Facebook etc.).
- Proficiency in using Microsoft Office and other Assessment tools etc.
- Candidate must actively publish useful and relevant content including blogs, tweets and other social messaging, design and produce new campaign materials including videos, online and e-marketing promotions. Knowledge of use of Canva and other similar applications is desirable.
- Strong written and verbal skills, with practical experience of writing marketing content.
- Active / relevant experience of social media.

Compensation will match the industry standards for similar experience, skills and profile.

Interested candidates are advised to send their C.V. by mentioning (both in the C.V. and Email) the post applied for as subject line latest by **Thursday, January 23, 2025** to [staffrecruitment@fsm.ac.in](mailto:staffrecruitment@fsm.ac.in). Candidates are advised to attach their recent passport size photograph with the C.V.

The Institute solely reserves the right not to fill any advertised position without assigning any reason.