

FORE SCHOOL OF MANAGEMENT

New Delhi Campus: Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi – 110016
Gurugram Off-Campus: Plot No. 47, Sector-32, Gurugram, Haryana-122001

RECRUITMENT NOTICE

Faculty Positions & Area:

Professor: Information Systems (AI Technology / Big Data Analytics)

Associate Professor: Economics & Business Policy / Information Systems (AI Technology / Big Data Analytics) / Strategy / Communication / Finance & Accounting / Healthcare and Hospital Management / Infrastructure, Urban Mobility and Transportation

Assistant Professor: Economics & Business Policy / Information Systems (AI Technology / Big Data Analytics) / Strategy / Communication / Finance & Accounting / Healthcare and Hospital Management / Infrastructure, Urban Mobility and Transportation

Apply for Faculty Positions: www.fsm.ac.in/faculty-positions

Staff Positions:

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| • GM/AGM (Placements) | • Regional Manager (Placements) |
| • Manager Ops – Vocational Education (NCVET) | • PA to Director |
| • Senior Software Engineer | • Software Developer (BDA) |
| • Executive (Infra, Mobility and Transportation) | • Technical Assistant |
| • Jr. Executive (HR / Establishment & Approvals) | • Executive (Approvals & Rankings) |
| • Hostel Warden - Male & Female | • Front Office Executive |
| • Counsellor / Telecaller (Admissions) | • Electrical Engineer |

Apply for Staff Positions: www.fsm.ac.in/staff-positions

About FSM:

FORE School of Management, established in the year 1992, is one of India's premier B-schools. FSM offers a fulltime PGDM, PGDM (International Business), PGDM (Financial Management), PGDM (Big Data Analytics), PGDM (Healthcare and Hospital Management), PGDM (Working Professionals) and FPM programmes. Its programs, approved by AICTE and accredited by NBA and SAQS are designed with rigor and benchmarked with the best educational offerings globally.

Why join FSM:

- Compensation and benefits offered are higher than industry standards and the 7th Pay Commission (CPC) recommendations.
- Generous development allowance for participation in International and national academic conferences.
- Attractive Monetary incentives for publication and performance.
- Lucrative Research grant under the Seed Money Project.
- Opportunities for sponsored and consultancy projects with attractive revenue-sharing model.
- Institute-supported Faculty and Staff Development Programmes in India and abroad.
- Certified as a GREAT PLACE TO WORK.

Last date to apply: Tuesday, September 8, 2026.

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

S. No.	Position	Job Description	Qualification and Experience
1.	General Manager/ Assistant General Manager (Placements)	Key Responsibilities: 1. Strategic Leadership & Placement Management: Develop and execute the overall corporate relations and placement strategy in alignment with institutional and programme-wise objectives. Lead the complete placement lifecycle, including corporate outreach, recruiter engagement, job-role mapping, campus recruitment processes, offer management and placement closure. 2. Corporate Relationship Management: Build and sustain strategic relationships with CXOs, CHROs, Talent Acquisition Heads, Business Leaders, Alumni and other senior corporate stakeholders. Strengthen repeat hiring and deepen engagement with existing recruiters. 3. Business Development: Identify, approach and acquire new corporate recruiters across sectors, functions and geographies. Develop sector-wise corporate engagement strategies and identify emerging industries, organisations and job opportunities. 4. Team Leadership: Lead and mentor the placement team, allocate corporate accounts, establish targets and KPIs, monitor performance and ensure accountability. 5. Corporate Engagement: Drive engagement beyond placements through guest lectures, CXO interactions, live projects, leadership sessions, competitions, conclaves and other industry-academia initiatives. 6. Data & MIS: Ensure effective use of CRM, recruiter databases, dashboards and placement MIS. Present periodic reports to senior management on placement performance, recruiter engagement and market trends. 7. Stakeholder Management: Work closely with senior management, faculty, programme offices, students, alumni and recruiters to ensure effective placement delivery.	The candidate should possess an MBA/PGDM or equivalent postgraduate qualification in Management from a recognised institution. Specialisation in Human Resource Management, Marketing, Sales/Business Development or General Management will be preferred. Candidates with a postgraduate qualification in a related discipline and substantial relevant experience in Corporate Relations, Campus Placements, Talent Acquisition, Recruitment, Executive Search, Key Account Management or B2B Business Development may also be considered. <u>General Manager (GM):</u> Preferably above 12–15 years of relevant experience, including substantial experience in independently leading Corporate Relations/Placements, managing a team and handling strategic relationships with senior corporate stakeholders. The candidate should demonstrate a proven track record of new corporate acquisition, strengthening recruiter relationships and achieving placement/recruitment targets. <u>Assistant General Manager (AGM):</u> Preferably above 8–12 years of relevant experience, including significant experience in Corporate Relations, Campus Placements, Talent Acquisition, Recruitment, Key Account Management or B2B Business Development. The candidate should have demonstrated capability in independently managing key corporate accounts, acquiring new recruiters and supporting placement strategy and operations.

		8. Process Governance: Ensure transparency, confidentiality, discipline and compliance with institutional placement policies and processes. Handle escalations and complex recruitment-related issues. Key Competencies: 1. Corporate Relationship Management: Ability to build and sustain long-term relationships with senior corporate stakeholders and decision-makers. 2. Business Development & New Account Acquisition: Strong capability to identify, approach and onboard new recruiters across industries and sectors. 3. Key Account Management: Ability to strengthen existing recruiter relationships, improve repeat hiring and expand engagement across programmes and job roles. 4. Placement Market Intelligence: Strong understanding of recruitment trends, industry requirements, emerging sectors, job roles and talent demand. 5. Strategic Thinking: Ability to develop and implement long-term corporate engagement and placement strategies. 6. Leadership & People Management: Ability to lead, mentor and manage a performance-oriented placement and corporate relations team. 7. Negotiation & Influencing: Ability to negotiate effectively and influence senior corporate stakeholders and internal teams. 8. Stakeholder Management: Ability to manage relationships with recruiters, senior management, faculty, students, alumni and programme teams. 9. Data & Technology Orientation: Proficiency in Excel, Power BI/MIS dashboards, CRM and database management, with the ability to use data for decision-making. 10. Problem Solving & Crisis Management: Ability to resolve complex placement-related issues and work effectively in high-pressure situations.	
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		11. Communication & Executive Presence: Excellent verbal, written and presentation skills with confidence in interacting with CXOs and senior leadership. 12. Result Orientation: Strong focus on measurable outcomes such as new recruiter acquisition, repeat recruiters, opportunities generated, offers secured, role quality and overall placement outcomes.	
2.	Regional Manager (Placements) (Mumbai/Bangalore)	Role Overview: To build and scale the career services function for the assigned region from the ground up by generating corporate leads, converting them into hiring partners, and ensuring successful summer internships and final placements for students—without reliance on existing databases or legacy recruiter relationships. Key Responsibilities: 1. Corporate Outreach & Lead Generation • Develop a greenfield corporate engagement strategy for the region. • Identify, map, and prioritize target companies across sectors. • Generate leads through: • Cold outreach (calls, emails, LinkedIn). • Industry networks and associations. • Events, conferences, and alumni referrals. • Build a robust pipeline of recruiters from scratch. 2. Lead Conversion & Relationship Management Convert leads into active hiring partners for: • Summer internships • Final placements • Live projects / industry engagements • Pitch institutional value proposition effectively to CXOs, HR leaders, and business heads. • Build and nurture long-term relationships with recruiters. • Ensure repeat engagement and account growth.	• MBA (preferred). • 5–10 years’ experience in placements/corporate relations/business development. • Strong industry network. • Excellent negotiation and communication skills. • Leadership and stakeholder management ability.

		3. Internship & Placement Delivery Own end-to-end execution of: • Summer internship processes. • Final placement cycles. • Ensure achievement of 100% internship and placement targets. • Quality benchmarks (roles, compensation, profiles) • Manage job descriptions, interview scheduling, and offer closures. 4. Student Readiness & Market Alignment Collaborate with faculty and internal teams to align student capabilities with market demand. Provide insights on: • Industry trends • Skill gaps • Role expectations 5. Data Building & Market Intelligence Create and maintain a regional recruiter database from scratch. Track: • Lead funnel metrics (prospects → conversions). • Sector-wise hiring trends. • Compensation benchmarks. • Provide periodic reports and dashboards to leadership. Key Performance Indicators (KPIS): • Number of new corporate relationships established. • Lead-to-conversion ratio. • Number and quality of internship and placement offers. • Average compensation (CTC) and role quality. • Student placement rate (internships + finals). • Recruiter retention and repeat engagement.	
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3.	Manager Operations – Vocational Education (NCVET)	Key Responsibilities: • Manage the complete batch lifecycle — enrolment, batch approval, assessment scheduling, assessor deployment, evidence capture, result processing and certificate issuance. • Lead assessment operations, including assessor allocation, deployment/replacement, Assessment Agency coordination, SLAs and assessment integrity. • Ensure secure handling of question papers and verification of authentication, geo-tagged/time-stamped evidence and proctoring records before result processing. • Manage operational exceptions including rescheduling, authentication failures, connectivity issues, disputed results and reassessments. • Oversee centre readiness, affiliation, inspection, grading and trainer/assessor registry wherever applicable. • Maintain the NCVET compliance register, recognition/renewal documentation, inspection and audit evidence packs, observations, show-cause responses and corrective-action closure. • Ensure compliance with government schemes and agencies including MSDE, NSDC, State Skill Development Missions, sector ministries and DGT, as applicable. • Manage reporting, audit and documentation requirements including progress reports, utilisation certificates, monitoring visits and audit queries. • Ensure compliance with applicable DPDP Act, UIDAI/Aadhaar, POSH, fire/electrical/building safety, labour, GST/TDS and insurance requirements. • Reconcile data across SIDH/SIP, NQR, DigiLocker, scheme portals and internal MIS, ensuring accuracy between reported and actual figures. • Prepare MIS, dashboards and operational reports for senior management and the Board. • Manage operational budgets, vendors, agencies and cost per certification.	• Post Graduate degree in Management/Skill Development, Operations, or a relevant discipline • 6–10 years of overall experience, including 3–5 years in skilling, TVET, examination/assessment administration or another regulated, multi-site environment. • Proven experience managing multi-location field operations and the complete assessment cycle. • Experience in NCVET/QCI-NABET/AICTE/DGT-NCVT/State or Examination Board recognition, accreditation, affiliation or audit processes. • Practical experience with government skill-development schemes and compliance/reporting, including PMKVY or successor programmes, DDU-GKY, state schemes or apprenticeship programmes. • Working knowledge of SIDH/SIP, NQR, DigiLocker and state MIS platforms, with strong Excel and data-reconciliation skills. • Experience managing teams, vendors and external agencies. • Strong understanding of compliance, documentation, audit readiness and operational controls. • English proficiency essential; Hindi and/or a regional language preferred.
4.	PA to Director	Role Overview: We are seeking a highly professional, discreet, proactive, and well-organized Personal Assistant to the Director to provide comprehensive executive and administrative support to the Director of a premier Business School of Management. The incumbent will serve as a key interface between the Director's Office and internal as well as external stakeholders, ensuring seamless coordination of the	• Graduate degree in any discipline from a recognized university/institution. • A Master's degree, MBA, PGDM, or equivalent qualification will be preferred. • Candidates with qualifications in Management, Business Administration, Communications, Public

		Director's schedule, meetings, communications, institutional engagements, and priority initiatives. The role requires exceptional judgment, confidentiality, communication skills, and the ability to operate effectively in a dynamic, high-profile academic environment. Key Competencies: • Exceptional organizational and time-management skills. • Strong executive presence and professional etiquette. • Excellent verbal and written communication. • High degree of confidentiality, integrity, and discretion. • Ability to anticipate requirements and work proactively. • Strong interpersonal and stakeholder-management skills. • Ability to handle multiple priorities under tight timelines. • Attention to detail and accuracy. • Strong follow-up and execution orientation. • Sound judgment and problem-solving ability. • Ability to work independently with minimal supervision. • Maturity and composure while dealing with senior and high-profile stakeholders. • Willingness to work beyond standard office hours when required for institutional events or executive commitments.	Relations, or related fields will have an added advantage. • Excellent proficiency in written and spoken English is essential. • Strong command of MS Office / Microsoft 365, particularly Word, Excel, PowerPoint, Outlook, and Teams. • Familiarity with digital calendar management, virtual meeting platforms, document management, and office productivity tools. • Strong written communication, presentation, and documentation skills. Required Experience: • 1-2 years of relevant experience in executive assistance, personal assistance, secretarial support, executive office administration, or a similar role. • Experience supporting a Director, CEO, Dean, Vice-Chancellor, senior academic leader, CXO, or other senior executive will be highly preferred. • Prior experience in a premier B-School, university, higher-education institution, corporate organization, consulting firm, or professional services environment would be advantageous. • Demonstrated experience in managing complex calendars, senior-level meetings, travel, correspondence, confidential information, and multiple priorities.
5.	Senior Software Engineer	Key Responsibilities: • Develop, test, and maintain web applications using technologies such as PHP/Laravel/ CodeIgniter, React, MySQL, JavaScript, HTML, and CSS for institutional portals and systems. • Design and optimize databases, write complex SQL queries, and develop reports for various institutional requirements.	• B.Tech / M.Tech / MCA / MSc (Computer Science / IT) or equivalent. • 5–8 years' experience in full stack development and cloud-native technologies. Required Technical Skills: • Strong proficiency in PHP (Laravel Framework).

		• Integrate third-party APIs and services (payment gateways, authentication systems, email/SMS gateways, etc.) with institutional applications. • Perform debugging, performance optimization, and code maintenance for existing software applications and websites. • Implement automation scripts, system integrations, and workflow-based applications to digitize institutional processes and improve efficiency.	• Advanced knowledge of MySQL / SQL Server. • Expertise in JavaScript, HTML5, CSS3, AJAX, jQuery. • Experience with RESTful APIs and third-party integrations. • Familiarity with version control systems (Git). • Knowledge of MVC architecture and OOP concepts. • Experience in performance optimization and debugging. • Understanding of web security practices (OWASP standards). Key Competencies: • Strong analytical and problem-solving skills. • Ability to work independently and handle multiple projects. • Excellent communication and documentation skills. • Detail-oriented with a focus on quality. Additional Requirements: • Experience in developing ERP/ Academic/ Institutional systems will be an advantage. • Ability to understand business requirements and translate them into technical solutions.
6.	Software Developer (BDA)	Role Overview: The Software Developer (BDA) is responsible for designing, developing, and maintaining applications and systems that handle large-scale data processing and analytics. The role involves working with big data technologies, building data pipelines, and supporting data-driven decision-making. • Knowledge of AI tools and Technologies. • Open-Source Software, Linux Systems, Dockers & Kubernetes. • Strong programming skills (Python/Java/Scala). • Knowledge of Big Data tools (Hadoop, Spark, Hive).	• B.Tech / B.E. / MCA / MSc in Computer Science, IT, or related field. • 0–3 years of experience in software development / data engineering (preferred).

		- Database management (SQL/NoSQL). - Understanding of data structures and algorithms.	
7.	Technical Assistant	Key Responsibilities: - Provide technical support for IT infrastructure, including desktops, laptops, printers, and other IT equipment across the institute. - Monitor and manage network infrastructure, including LAN, Wi-Fi, switches, routers, and internet connectivity to ensure smooth operations. - Assist in the installation, configuration, and maintenance of desktop/ laptop, operating systems, and system applications. - Perform troubleshooting of hardware, software, and network-related issues, and coordinate with vendors for repairs and maintenance. - Maintain system logs, infrastructure status reports, and documentation, and assist in ensuring the smooth functioning of institutional IT services. - Install, configure, and support Microsoft Windows (all versions), Linux, Microsoft Office, and email platforms such as Outlook / Google Workspace. - Support for Digital Platforms and Online Activities: Providing technical support for web conferencing platforms (Microsoft Teams, Cisco WebEx, Zoom), institutional portals, and online academic/administrative activities. - Vendor Coordination and Maintenance Management: Coordinating with vendors for hardware repairs, warranty claims, spare replacements, and preventive maintenance to ensure timely resolution of infrastructure issues.	- Diploma / B.Tech / BCA / B.Sc. (IT/Computer Science/Electronics) or equivalent. 0–4 years of experience in IT infrastructure support, networking, or system administration. Certifications (Preferred): - Industry certifications such as CCNA, CompTIA Network+, Microsoft Server Certification, RHCSA, or Fortinet Firewall Certification will be an added advantage. Key Skills: - Networking (LAN/WAN, Wi-Fi, switches, routers) - Hardware and system troubleshooting. - Knowledge of IT security and backup procedures.
8.	Executive (Infrastructure, Urban Mobility and Transportation)	Key Responsibilities: - Coordinate day-to-day academic activities of the program. - Coordinate with faculty, students, industry experts and various institutional departments. - Organise events, webinars, and coordinate program promotion activities - Manage calendars, meetings, guest lectures, industry interactions, field visits and experiential learning activities. - Maintain accurate academic, student and faculty records and prepare regular reports. - Coordinate examinations, assessments, grades and related documentation. - Prepare Minutes of Meetings (MOMs), presentations, trackers and program reports.	- Postgraduate degree, preferably MBA/PGDM. 2–5 years, preferably in higher education/academic administration. Essential Skills: - Strong MS Office and Excel skills. - Data analysis. - AI tools and prompting. - Calendar and scheduling management. - Documentation and compliance.

		• Prepare, compile and verify compliance, accreditation and regulatory documents and supporting data. • Provide data for institutional requirements such as AICTE, AIU, NBA, NIRF, IQAC and other applicable processes. • Use MS Office, particularly Excel, for data management, analysis, reporting, dashboards and tracking. • Use AI tools and effective prompting for documentation, analysis and productivity, while verifying outputs. • Ensure timely follow-up on academic and administrative tasks and maintain digital and physical records.	• Excellent communication, coordination, organisation, attention to detail and follow-up skills.
9.	Executive (Approvals & Rankings)	Role Overview: The Executive (Approvals & Rankings) will be responsible for managing institutional approvals, accreditation processes, and ranking submissions. The role involves coordination with internal departments and external regulatory bodies to ensure timely compliance and accurate data reporting. Key Responsibilities: • Coordinate and manage approval and ranking processes with relevant authorities. • Prepare and submit data for national and international ranking agencies. • Maintain and update records related to approvals, compliance, and rankings. • Liaise with internal stakeholders to collect required information and documentation. • Ensure adherence to regulatory guidelines and deadlines.	• Bachelor's/Master's degree in a relevant field. • 1–3 years of experience in compliance and ranking processes. • Strong analytical and documentation skills. • Proficiency in MS Office and data management. • Good communication and coordination abilities.
10.	Jr. Executive (HR/Establishment & Approvals)	Role Overview: The Junior Executive – HR/Establishment & Approvals is responsible for coordinating with government authorities, ensuring compliance with regulations, and obtaining necessary approvals for Organizations. Key Responsibilities: 1. Recruitment & Onboarding	• MBA/PGDM in HR or Bachelor's with relevant HR certification. • 1–2 years of experience in relevant field. Required Skills: • Good knowledge of government procedures and documentation. • Strong communication and coordination skills. • Attention to detail and record-keeping ability.

		• Support end-to-end recruitment: sourcing profiles, screening resumes, scheduling interviews. • Coordinate with candidates and interview panels. • Handle documentation and induction for new joiners. • Update and maintain recruitment trackers. 2. Employee Data & HR Operations • Maintain employee records in HRMS and physical files. • Process letters: offer, appointment, confirmation, relieving, experience. • Manage attendance, leave, and time-office data. 3. Employee Engagement & Compliance • Assist in organizing employee engagement activities, events, and training sessions. • Help with onboarding surveys and exit interviews. • Ensure compliance with HR policies and statutory requirements. • Support audits by preparing required documents. 4. General HR Support • Address basic employee queries related to policies, leaves, reimbursements. • Coordinate with admin, finance, and other departments for HR processes. • Prepare MIS reports and HR dashboards as needed. Key Responsibilities: • Assist in obtaining approvals from statutory government bodies. • Coordinate with regulatory bodies. • Prepare, submit, and track official documents and applications. • Maintain records of approvals and legal documents. • Ensure compliance with statutory requirements and organization policies. • Follow up regularly with departments for status updates on approvals. • Work with operations teams to gather required information. • Assist senior officials in approval-related tasks.	• Basic understanding of legal and compliance processes. • Proficiency in MS Office (Excel, Word). • Time management skills. • Ability to work with external authorities.
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11.	Front Office Executive	Role Overview: The Front Office Executive will be responsible for managing the reception area, handling visitor interactions, and providing administrative support to ensure smooth day-to-day office operations. Key Responsibilities: • Manage front desk operations, including handling calls, emails, and visitor queries. • Greet and assist visitors in a professional and courteous manner. • Maintain visitor records and coordinate appointments/meetings. • Provide administrative support such as handling correspondence and documentation. • Coordinate with internal departments for smooth office functioning.	• Bachelor's degree in any discipline. • 1–3 years of relevant front office or administrative experience. • Strong communication and interpersonal skills. • Proficiency in MS Office and basic office equipment handling. • Presentable personality with a professional approach.
12.	Hostel Warden (Male & Female)	Role Overview: The Hostel Warden is responsible for the overall administration, discipline, safety, and welfare of students residing in the hostel. Key Responsibilities: • Hostel Administration – Manage day-to-day hostel operations including room allotment, records, and student check-in/check-out. • Student Discipline – Ensure hostel rules and regulations are followed by all residents. • Safety & Security – Monitor security arrangements and ensure a safe environment for students. • Student Welfare – Address student concerns, complaints, and ensure their comfort and well-being. • Coordination – Coordinate with administration, security, housekeeping, and maintenance teams for smooth hostel operations. • Attendance & Monitoring – Maintain student attendance and monitor entry/exit timings. • Emergency Handling – Handle medical or other emergencies and inform management when required.	• Graduate with 5 years' experience. Key Skills Required: • Leadership and discipline management. • Good communication and counselling skills. • Problem-solving ability. • Administrative and record-keeping skills.

		• Facility Supervision – Ensure cleanliness, hygiene, and proper functioning of hostel facilities. • Reporting – Submit regular reports to the administration regarding hostel issues and activities.	
13.	Electrical Engineer	Key Responsibilities: 1. Infrastructure Maintenance • Ensure proper maintenance of buildings, classrooms, offices, hostels, and common areas. • Monitor civil works such as repairs, painting, waterproofing, and structural safety. 2. Utilities Management • Supervise electrical systems, DG sets, HVAC, water supply, plumbing, and sewage systems. • Ensure uninterrupted power, water, and other essential utilities. 3. Preventive Maintenance • Prepare and implement preventive maintenance schedules for all equipment and infrastructure. • Reduce breakdowns and extend asset life. 4. Vendor and Contractor Management • Coordinate with contractors for repair, renovation, and infrastructure projects. • Monitor work quality, timelines, and safety compliance. 5. Project Execution • Assist in planning and executing new infrastructure projects, renovation, and expansion works. • Coordinate with architects, consultants, and vendors. • BOQ making / Invoice Verification / project coordination	• Qualification- Electrical Engineer. • 10 years' experience in educational institute.

		6. Safety and Compliance • Ensure compliance with fire safety norms, electrical safety, and statutory regulations. • Maintain records of safety inspections and certifications. 7. Asset and Inventory Control • Maintain records of technical assets, equipment, and maintenance history. • Track spare parts and technical inventory. 8. Energy Management • Monitor electricity and water consumption. • Implement energy-saving initiatives. 9. Emergency Response • Handle emergency breakdowns such as power failure, water leakage, lift malfunction, etc. • Ensure quick response and resolution. 10. Reporting • Submit regular reports on maintenance status, infrastructure condition, and project progress to administration.	
14.	Counsellor / Tele-caller (Admissions)	<u>Counsellor:</u> Key Responsibilities: • Counsel prospective students regarding programs, admission procedures, eligibility criteria, and career prospects. • Understand applicants' academic background, career goals, and concerns to provide personalized guidance. • Handle inquiries through phone calls, emails, virtual platforms, and in-person meetings in a professional manner.	<u>Counsellor:</u> Skills Required: • Excellent verbal and written communication skills. • Strong interpersonal and counselling abilities. • Ability to clearly explain program details, admission processes, and career outcomes. • Good problem-solving skills and a student-centric approach.

		• Maintain accurate records of all interactions, applications, and follow-ups using CRM systems or internal databases. • Proactively follow up with prospective candidates to support them through the admission process and improve conversions. • Build and maintain strong relationships with applicants to enhance trust and institutional reputation. • Coordinate with academic, admissions, and administrative teams to ensure a smooth admission experience. • Assist in organizing admission-related events such as webinars, campus visits, and information sessions. • Meet assigned counselling and enrolment targets in line with institutional goals. • Undertake domestic and inter-campus travel as required for admissions activities and outreach initiatives. <u>Tele-Caller:</u> Key Responsibilities: • Make outbound calls to prospective students from provided databases and generate interest in MBA/PGDM programs. • Handle inbound inquiries and provide accurate information about programs, admission procedures, eligibility criteria, and fee structure. • Qualify leads by understanding candidates' educational background, career aspirations, and readiness for management programs. • Schedule appointments or connect prospective students with admission counsellors for detailed counselling sessions. • Maintain and update records of all calls, inquiries, and follow-ups in CRM systems or internal databases. • Follow up with leads regularly to nurture interest and support them through the initial stages of the admission process. • Achieve daily, weekly, and monthly call and lead generation targets. • Maintain a professional and courteous approach while interacting with students and parents. • Assist in promotional campaigns, admission drives, and outreach activities as required.	• Ability to influence and guide decisions in an ethical and professional manner. • Strong organizational skills with the ability to manage multiple applicants and follow-ups efficiently. • High level of patience, empathy, and professionalism while handling sensitive situations. • Proficiency in CRM tools, MS Office, and database management systems. Educational Qualifications: • Bachelor's degree in any discipline (mandatory). • Master's degree (preferred). Experience Required: • 1–3 years of experience in admissions counselling, student recruitment, or a related role (preferably in higher education or management institutes). • Prior experience in MBA/PGDM admissions or education counselling will be an added advantage. • Freshers with strong communication and interpersonal skills may also be considered for junior roles. <u>Tele-Caller:</u> Skills Required: • Excellent verbal communication and interpersonal skills. • Strong persuasion and negotiation abilities. • Ability to clearly explain program details and admission processes. • Good listening skills and a customer-focused approach. • Ability to handle rejection and remain motivated.
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