



FORE School of Management

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

Recruitment Notice for Non-Teaching Positions

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 following Non-Teaching positions on Regular/Contract basis.

Non-Teaching Positions

- 1. Senior Manager/Manager (Admissions) – One Post**
- 2. Senior Manager/Manager (MDP/Executive Education) – One Post**
- 3. Senior Manager/Manager (Academic Services) equivalent to Registrar – One Post**
- 4. Executive (MDP/Executive Education) – One Post**

For S.No. 1, the candidate must possess an MBA or equivalent degree with a minimum of 10 years of domain experience. Handling end to end Admissions related activities of PGDM Programs; good understanding of Institutional Branding related activities, preparing promotional materials; sound knowledge of Social Media Marketing (SEOs, LinkedIn, Twitter, Facebook etc.); proficiency in using MS Excel for analyzing data etc.

For S.No. 2, the candidate must be a Graduate/Post Graduate having prior experience of minimum 7 years in Training / MDPs in a Management Institute / Training aggregator of repute. Along with selling and configuring regular training programs, the candidate should have experience in online trainings, channel sales partners, digital marketing and social media marketing. Candidate must have strong interpersonal & communication skills, well versed with MS Office (Word / Excel) and the ability to work in a Digital environment. The candidate must have strong industry connect and good client acquisition skills. Experience in selling consultancy services will be an advantage.

For S.No. 3, the candidate must possess a Master's degree with minimum of 10 years of domain experience having a sound knowledge of Recruitment, Establishment, NBA, AICTE, NIRF Ranking, International Accreditation, etc.

For S.No. 4, the candidate must be a Graduate/Post-Graduate having prior experience of minimum 2 years in Training / MDPs. Prior work experience in tele counselling will be

preferred. Candidate must have strong interpersonal & communication skills, well versed with MS Office (Word / Excel) and the ability to work in a Digital environment.

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 October 20, 2022 to vacancy@fsm.ac.in . Candidates are also advised to attach their recent passport size photograph with the C.V.

The candidates interviewed earlier may please do not apply again. The Institute solely reserves the right not to fill any advertised position without assigning any reason.