



FORE School of Management
Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi – 110016

Recruitment Notice for Non-Academic Positions

FORE School of Management invites applications for the following Non-Academic positions on Regular/Contract basis.

- 1. Executive (MDP/Executive Education) – One Post**
- 2. Sr. Manager/Manager (MDP/Executive Education) – One Post**

(Functional Areas: Marketing and Execution of MDPs / Executive Education Training, Online Trainings, Consultancy)

For S.No. 1, the candidate must be a Graduate/Post-Graduate having prior experience of minimum 2 years in Training / MDPs. Prior work experience in tele counselling is a must. Candidate must have strong interpersonal & communication skills, well versed with MS Office (Word / Excel) and the ability to work in a Digital environment.

For S.No. 2, the candidate must be a Graduate/Post Graduate/MBA having prior experience of minimum 10 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.

3. Manager (Online Branding) – One Post

Expected Domain Knowledge/Skills: Adept and well versed with Online Brand Development and Image Management. The work would entail focusing on various Online channels, Social Sites (Facebook, LinkedIn, Twitter, Instagram etc.), Knowledge sharing platforms like Quora, Medium etc., Online review management, Blog Management, Online Reputation Management, Website Content Management and running e mail campaigns.

Candidate should also be good in Google Analytics, SEO, web traffic metrics, web site design. Identifying and reaching the targeted stakeholders, Content management and optimization, Analytical skills, Creative mindset, Strategic planning, IT skills, Communication skills, Interpersonal skills, Report making, Metric reporting, Vendor management, Stakeholder management would be an expectation from the candidate.

For the above post, the candidate must be a Graduate/Post-Graduate having atleast 5 years of relevant experience as mentioned above in a reputed organization. Relevant professional certification/s including those in Digital Marketing will be preferred.

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 04, 2021 to staffrecruitment@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.