

Company Details: International School of Business and Media (ISB&M) – Pune, Bangalore & Kolkata

About the Company: Founded in 2000, ISB&M has grown rapidly in over the decades and has campuses in 3 cities **Pune (Nande & Mulshi), Kolkata and Bangalore**. Over 9050 alumni are performing exceedingly well in different parts of the country and abroad. We maintain a high standard of education and training, and continuously strive to create a learning environment in order to promote great career.

ISB&M's programs are AICTE approved and directed towards employment & career, and is not only an educational degree. ISB&M is 2nd Best B school in Pune and amongst top 2% PAN India (*Source: Pagalguy.com*) & also been ranked very high among the Top Private B- School in India.

URL of the Company: www.isbm.ac.in

Job Description -

Designation: Process Associate

Job Location: Pune

Experience: Fresher/ 1-2 year working experience [Preferably in Education Sector]

Roles & Responsibilities:

- Explain about admission procedures and courses offered to the prospective students and their parents through phone calls & emails
- Support the students throughout the admission process by answering to their queries and helping them to complete the required documents.
- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
- Review the student applications for the eligibility and academic qualification.
- Participate in the decision-making process for student admissions based on college policies and guidelines.
- Prepares and present applicant reports to the college management.
- Maintain regular communication with students, parents, colleagues and external agencies for coordinating admission activities and resolving problems.
- Collaborate with the program coordinators to organize presentations, information sessions, and recruitment related activities.
- Perform college administrative and clerical activities when needed.
- Build broad knowledge on college admission activities and guidelines.

Applications

- Interested candidates are requested to send in their applications to careers@isbm.ac.in
- Candidates who have applied to us over the last one year need not apply.