

## **Hiring for Manager Online MBA - Noida**

### **Roles & Responsibilities:**

We are seeking a highly motivated and experienced Manager – Admissions and Strategic Initiatives to lead the admissions process for our Online PGDM Programme. The ideal candidate will bring strong leadership, deep knowledge of online education admissions, and a results-driven approach to increase outreach, conversion, and strategic partnerships. This role also includes responsibilities in cross-campus collaboration, marketing innovation, and data management.

#### **Key Responsibilities:**

- 1) Admissions – PGDM Online Programme
  - Manage and achieve admissions target.
  - Oversee and monitor average \_\_\_\_\_ calls/month with at least \_\_\_\_\_ connected calls/month.
  - Develop and implement strategies for effective lead nurturing, engagement, and conversion.
  - Work with the marketing team to optimize digital campaigns and lead generation.
- 2) Partnerships & Collaborations
  - Initiate and manage corporate tie-ups and consultant partnerships to enhance outreach.
  - Coordinate with education consultants and institutional partners to drive enrollment growth.
  - Foster cross-campus collaboration and share best practices for online admissions.
- 3) Marketing & Innovation
  - Contribute to the adoption of innovative tools and processes to streamline admissions.
  - Monitor marketing campaign effectiveness and lead performance.
  - Explore and integrate EdTech tools to enhance student experience and engagement.
- 4) Administrative and Strategic Support
  - Conduct weekly team meetings and regular performance reviews.
  - Maintain accurate data, student records, and reports for management reviews.
  - Ensure compliance with institutional and regulatory guidelines.

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**Location:** Noida

**Experience:** minimum 6 years

**Qualification:** Any graduate