



Position available:

Office Manager/Assistant Office Manager

Location:

Ahmedabad

How to apply:

Please send your application to-
hr@StudyOverseasglobal.com

Your application should include-

- 1) A brief covering letter explaining why you are suitable for this position.
- 2) An updated Curriculum Vitae (with scanned passport size photo) outlining your work experience, education background, current/last drawn salary, at least two referees and notice period required to join (if any).

Salary and benefits:

Study Overseas offers a competitive salary structure as per the experience and profile of the candidate. In addition, a bonus structure is offered to staff *based on performance* on the job.

Documents required for interview:

Shortlisted candidates will be required to bring with them:

1. Original and one set of copies of Educational Qualification Certificates
2. One passport size photograph
3. Latest salary statement from current or last employer and the latest IT return
4. Advice referees listed in CV that they will be contacted by phone, email or letter for a reference.

COMPANY PROFILE

STUDY OVERSEAS is one of India's largest education consultancies providing free and fair counselling to students aspiring for further education in the UK, Australia, New Zealand, Singapore, Dubai or Ireland. The company represents over 150 educational institutions globally and has a network of 14 offices in India at 12 prime locations.

Study Overseas presently has offices at Ahmedabad, Bangalore, Chandigarh, Chennai, Coimbatore, Hyderabad, Indore, Kochi, Mumbai, South Mumbai, New Delhi, North Delhi, Pune and Vizag with ongoing expansion plans.

Position advertised: Office Manger/ Assistant Office Manager, Ahmedabad

ROLE OF THE POSITION

This is a senior position with the responsibility of running the day to day operations of the Ahmedabad office and generating business for the company and its' client institutions by meeting/exceeding targets.

The postholder will handle marketing, promotion and administrative duties related to HR, finance, event organization and client liaison for this office. In addition the Office Manager will be expected to contribute in driving the growth and vision of the company.

PROBATION PERIOD

3 months

LINE MANAGEMENT

The Office Manager/Assistant Office Manager reports to Regional Head North & West India

MAIN DUTIES

1. **Evolving market strategies and promotional campaigns to market the services of the company to students, parents and other target audience to meet recruitment targets.**
 - An effective marketing and promotional plan.
 - Professional counselling services offered to students and parents based on their interest and ability.
 - Setting rigorous follow-up mechanisms with students and institutions.
 - **Timely and regular monitoring** of the above to ensure processes are being followed.
 - Ensuring a high standard of information and knowledge of counselling staff.
 - Sound local knowledge of media and promotion opportunities **based on evaluation** and prior experience.
 - Excellent presentation skills and PR skills.
 - Creative ideas and business acumen.
2. **Managing the counselling, visa counselling and follow-up activities.**
 - Robust system of follow-up at every stage with students and client institutions.
 - Ensuring excellent customer services for students and parents.
3. **Local market information.**
 - Through local contacts or media about foreign education in general.
 - Other business opportunities.
4. **Reporting on office performance and providing inputs to DIO as per requirement.**
 - Monthly report to DIO outlining the performance of the office as well as highlighting any issues.
5. **HR, line management and training.**
 - Strong leadership and positive people skills with the ability to lead by example.
 - Fair and professional way of working with staff to ensure a good working environment.
 - Ability to deal with sensitive HR issues.
 - Ensuring that new staff receives proper induction and training.
 - Communication of key messages or updates about the company to staff.
6. **Finance management.**
 - Follow the finance processes of the company and keep within the allocated budgets.
 - Database management- ensuring accuracy and timely updation of student database for invoicing purposes.
 - Management of petty cash.
 - Finance projections and reporting as per company policy.

7. Client visits to office.

- Ensuring excellent and professional services to client institutions.
- Maximise opportunity for clients to meet students on such visits.

Qualifications Required:

- You should be a Graduate or Post Graduate in any field.
- At least 5 years of work experience in marketing, sales, media, public relations and other service sector areas preferably at middle management level
- Should have experience in Line Managing staff

Skills Required:

- A person of integrity, maturity and excellent communication skills- spoken and written English.
 - Hard-working, ability to work independently (without day to day supervision) in a target-driven business and lead by example.
 - An open, friendly and democratic management style.
 - Ability to work to deadlines and under pressure.
 - IT savvy
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