

Recruitment Notice at FFAST

About FFAST:

Established by FORE, the Foundation of Organisational Research & Education (Estd 1981), a name to reckon with in management education, research & training and Delhi Flying Club (Estd 1928), the pioneer in the field of airline pilot training in India, FFAST is a growing aviation education institute, led by a team of seasoned professionals with a proven track record in aviation, aeronautics, education and training. The main objective of FFAST is to fostering the next generation of aviation professionals by equipping students with the contemporary knowledge and skills required to excel in this dynamic field.

If you have excellent communication skills and a passion for helping students navigate their career paths in aviation, we would love to hear from you! Please send your CV and a brief cover letter to secretaryfore@foresociety.org by 11-January-2025.

1. Position: Receptionist cum Counsellor

Job Description & Key Responsibilities:

- Management of Front Desk and reception area
- Handling phone calls, emails and enquiries and maintain record and update database
- Conduct counselling sessions to guide clients and students and provide information on career opportunities, course details, and the application process.
- Assist in the admission process, including guiding students with required documentation and enrolment procedures.
- Assist in administrative tasks including scheduling appointments and counselling sessions.
- Coordinate with faculty and staff to ensure smooth daily operations and communications.

- Promote the institute's programs and services effectively to prospective students and parents.

Qualitative Requirements:

- 10 + 2 with minimum 70 % marks.
- Minimum one year of experience in a customer service or counselling role, preferably in an educational or aviation-related setting.
- Fluency in English and Hindi communication
- Good interpersonal, and problem-solving skills.
- Proficient in computer applications, MS Office and basic office management systems.
- Professional appearance and a positive attitude.

2. Position: Aviation Office Assistant

Job Description & Key Responsibilities:

- Knowledge on CPL programme and other training courses on airport management and airport operations.
- Manage aviation training related data, handle correspondence & documentation and ensure maintenance of records.
- Handle and track leads and queries from the environment and clients / students ensuring effective and satisfactory engagement leading to enrolment
- Manage and oversee tasks and timely execution, data analysis and report preparation.
- Provide active support to offices, staff, instructors, and management.
- Coordinate and assist with student admissions, registration, and orientation activities.

Qualitative Requirements:

- Pass 10+2 with minimum 70 % marks.
- Minimum one year experience in an office or administrative role, preferably in an educational or aviation-related environment.

- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and general office equipment.
- Ability to manage multiple tasks efficiently and meet deadlines.
- A positive attitude, professional demeanor, and ability to work independently and as part of a team.

3. Position: Chief Operations Officer

Job Description & Key Responsibilities:

- Develop and implement the institute's strategies into day-to-day operations.
- Lead, manage and optimise the resources and oversee employee productivity ensuring optimal output, growth and conducive work environment.
- Ensure compliance with regulatory bodies and take appropriate actions as necessary
- Build strategies to enhance student enrolment, forge partnerships for corporate training programs and brand development.
- Cultivate and maintain relationships with key stakeholders, industry partners, and clients.
- Identify new business opportunities and markets to expand the institute's reach.
- Collaborate with senior leadership to align operational and commercial objectives with the institute's long-term vision.

Qualitative Requirements:

- A bachelor degree in Aviation, Aeronautics Engineering or in a related field from a UGC recognised university.
- At least 15 years of experience in aviation sector and handling of flying operations, Maintenance of aircraft and systems, quality assurance aspects and administrative functioning including HR management in aviation, education or in a related industry.
- Well versed with rules and regulations governing DGCA, AAI and civil aviation operations.
- Proven track record in managing large teams and driving revenue growth.

- Strong leadership, communication, and negotiation skills.
- A deep understanding of the aviation education market and industry trends.
- Ability to think strategically and implement innovative solutions.

4. Position: Chief Administrative Officer

Job Description & Key Responsibilities:

- Managing day to day administrative activities and should be able to lead administrative team and provide guidance, support and supervision.
- Ensuring compliance with FORE policies and procedures
- Provide support to clients and employees
- Handle office supplies, inventory management and procurement.
- Manage important and confidential company documents and create reports on expenses and office budgets, on a regular basis.
- Manage correspondence including letters, emails and packages.
- Support strategic planning and decision making to meet Institute's objectives.
- Facilitating outreach with different organisations academic institutions and coordinating with Chief Operations Officer for forging collaborations & partnerships, and support marketing and promotional activities.
- Coordinating with senior management to ensure alignment with Organisations vision, mission, core values and objective.

Qualitative Requirements:

- Bachelor in any subject from a UGC recognised University.
- Minimum two years of experience in an aviation training institute.
- Strong leadership skills.
- Excellent communication skills in English and Hindi, both verbal and written.
- Ability to effectively interact with