

Recruitment at FFAST

About FFAST (FORE Academy of Aviation, Space C Tourism)

FFAST is a vertical of FORE Society (Foundation For Organisational Research and Education), which was established in 1981 as a 'Not for Profit' registered society. Besides the flagship vertical namely FORE School of Management (FSM), the Society has extremely rich credentials in domains of Drones, political leadership, jewellery design etc.

FFAST is envisioned as a transformative skill development hub, empowering youth with industry-relevant expertise in aviation, hospitality, and service sectors offering cutting-edge programs for Commercial Pilot License, Cabin Crew, Travel Consultants, Customer Sales Executives, and Airport Terminal Operations that blend experiential training, industry insights, and academic rigor. Our courses are affiliated and accredited with global and Govt skill agencies.

FFAST is functioning from two locations - Greater Noida (NCR) and Patna (Bihar).

Position - 1 JD for Account Executive

Key Responsibilities

1. Financial Accounting G Compliance

- **Daily Transactions:** Record all accounting entries in software like **Tally** or **QuickBooks**, including accounts payable and receivable.
- **Statutory Compliance:** Manage **GST filing, TDS deduction** and returns, and reconciliation of input credits.
- **Reconciliation:** Perform regular **bank reconciliations** and track student fee payments or vendor settlements.
- **MIS Reporting:** Generate weekly and monthly Management Information System (MIS) reports to track revenue and operational costs.
- **Payroll:** Coordinate with HR for monthly payroll processing and statutory payments like PF/ESIC.

2. Client G Student Relationship Management

- **Inquiry Handling:** Respond to student and corporate partner inquiries regarding training programs and pricing.
- **Partner Coordination:** Maintain relationships with airlines, hotels, and travel partners for placement support or corporate training packages.

3. Administrative Support

- **Documentation:** Maintain student files, training records, and compliance documentation for regulatory bodies like the DGCA.
- **Audit Support:** Assist senior accountants and auditors during annual financial or regulatory audits.

Required Skills & Qualifications

- **Education:** A bachelor's degree in Commerce (**B.Com**), Finance, or a related field is mandatory.
- **Experience:** Should have experience for entry-to-mid roles
- **Software Proficiency:** Expert knowledge of **Tally Prime**, MS Excel and relevant software.
- **Industry Knowledge:** Familiarity with aviation standards is highly advantageous.
- **Soft Skills:** Strong negotiation, problem-solving, and communication skills to interact with diverse students and corporate clients.

Position - 2 **JD For Admission Telecaller (Aviation Academy)**

Key Responsibilities:

- **Lead Conversion:** Call prospective students/parents, explain training modules, fee structures, and career prospects in aviation to secure admissions.
- **Counselling:** Provide in-depth guidance on Cabin Crew, Ground Staff, Travel & Tourism, or hospitality courses.
- **Outbound/Inbound Calls:** Manage high-volume calls to leads generated from digital campaigns or walk-ins.
- **Data Management:** Maintain accurate, up-to-date records of all communications in CRM/Google Sheets.

- **Follow-ups:** Nurture leads via phone, WhatsApp, and email to ensure timely admissions.
- **Target Achievement:** Meet daily, weekly, and monthly admission targets.

Required Skills and Qualifications:

- **Communication:** Excellent verbal skills in English and [Hindi/Regional Language].
- **Education:** 12th Pass or graduate.
- **Convincing Ability:** Strong persuasive skills to handle objections and close sales.
- **Tech Savvy:** Familiarity with basic MS Excel, WhatsApp, and CRM software.
- **Traits:** Professional demeanor, high energy, and a target-driven mindset.

Position - 3 **JD for Social Media & Digital marketing Executive**

Key Responsibilities

- **Social Media Management:** Develop, plan, and execute a monthly content calendar across platforms (Instagram, LinkedIn, Facebook, YouTube) to increase engagement.
- **Content Creation:** Create engaging content including reels, short-form videos, carousels, and stories, featuring campus life and student testimonials.
- **Digital Advertising:** Run and manage paid advertising campaigns (Meta Ads, Google Ads) to generate high-quality leads for academy admissions.
- **Lead Generation & Nurturing:** Track, follow up on leads, and optimize ad campaigns for maximum ROI.
- **Graphic Design & Editing:** Utilize [Canva](#) or Adobe Suite to design eye-catching visuals and edit videos for social media promotion.
- **Analytics & Reporting:** Monitor performance metrics, track campaign ROI, and generate daily/weekly reports to refine strategies.
- **SEO & Web Maintenance:** Update website content, improve SEO ranking, and manage landing pages for campaigns.
- **Community Engagement:** Respond to comments and messages to engage with prospective students.

- Technical Proficiency:
 - Hands-on experience with Meta Business Suite, Google Ads, and SEO.
 - Proficiency in design and editing tools like Canva, Adobe Photoshop, Illustrator, or Premiere Pro.
 - Familiarity with CRM tools and lead management.

Position - 4
JD for Admissions & Marketing Executive (Aviation Academy)

Key Responsibilities

1. Admissions & Counselling (Sales Focus)

- Engage with prospective students, conduct counselling sessions, and explain course structures (Cabin Crew, Pilot training, Ground Handling).
- Follow up with leads via telephone, email, and social media to convert inquiries into enrolments.
- Achieve individual and team enrolment targets.
- Maintain accurate records of student inquiries and admission status.

2. Marketing & Brand Promotion

- Plan and execute digital marketing campaigns (LinkedIn, Instagram, Facebook) to boost brand awareness.
- Organize promotional events, seminars, and school/college visits.
- Create and distribute promotional content (brochures, presentations, social media creatives).
- Conduct market research to identify trends and competitor strategies.

3. Relationship Management

- Build strong relationships with prospective students and parents.
- Collaborate with aviation partners and industry stakeholders to establish placements.
- Skills required:
 - Excellent English communication (written and spoken).
 - Strong persuasion and counselling skills.
 - Proficiency in MS Office (Word, Excel, PowerPoint).
 - Social media handling and creative content creation skills.

- Attributes: Passion for the aviation industry, proactive, and target driven.

Position – 5
JD for Reception Cum Admission Counsellor

Key Responsibilities:

- Management of Front Desk and reception area. Handling phone calls, emails and enquiries and maintain record and update database.
- Assist in conduct of counselling sessions
- Assist in the admission process
- Assist in administrative tasks
- Coordinate with faculty and staff
- Institute's programs promotion and services to prospective students and parents.

Eligibility Criteria & Experience:

10 + 2 with minimum 60 % marks.

- Minimum one year of experience in a customer service or counselling role, preferably in an 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.

Position No - 6
JD for Administrative Executive

Key Responsibilities:

- Provide high-level administrative support to senior leadership or executives
- Assist in planning, coordinating, and monitoring organizational initiatives
- Prepare reports, presentations, and office notings
- Manage executive correspondence and official communications
- Ensuring day to day upkeep and maintenance of premises
- Oversee day-to-day administrative operations across departments
- Ensure efficient office systems, workflows, and resource utilization

- Assist with recruitment, onboarding, training, and performance management
- Coordinate staff schedules, leave management, and internal communications
- Purchase, procurement, vendor contracts, and invoice approvals
- Support audits, inspections, and compliance reviews
- Act as a liaison between management, staff, and external stakeholders

Position No - 7
Airport Operations Trainer

Key Responsibilities:

- Deliver training programs covering terminal operations, airside and landside processes, ground handling, security, passenger services, and regulatory compliance (e.g., ICAO, DGCA, IATA/ISAGO)
- Train personnel through initial onboarding, recurrent, refresher, and practical sessions (classroom and on-the-job)
- Assess trainee performance, of all students
- Maintain training records, schedules, and administrative follow-up in alignment with regulatory timelines
- Update training content to reflect evolving industry regulations, safety standards, and best practices

Eligibility Criteria & Experience:

- Bachelor's degree (Aviation, Airport Management, Education, or equivalent) or equivalent degree
- Minimum 5 years in airport operations, terminal/airside environment, or ground handling. At least 2 - 3 years in training or instructional design within aviation.
- Certifications (preferred): Familiarity with ICAO/DGCA/IATA standards; certifications such as Train-the-Trainer, AVSEC, or IOSA/ISAGO Competent with Microsoft Office and Learning Management Systems (LMS)
- Strong presentation, coaching, and interpersonal skills; able to engage diverse audiences.
- Excellent at planning, scheduling, record-keeping, and administrative follow up.

Important

Interested and eligible candidates may send their C.V. alongwith recent passport size photograph to info@fore-faast.com.

Please mention the post applied for as “Subject Heading” in both C.V. as well as email.