

## **Recruitment at FAAST**

About FAAST (FORE Academy of Aviation, Space & Tourism)

FAAST 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.

FAAST 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 Licence, 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.

FAAST is functioning from two locations – Greater Noida (NCR) and Patna (Bihar).

### **Position No 1:**

#### **Receptionist cum Counsellor**

No of Openings – 2, Location: Greater Noida (1) & Patna (1)

#### **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 2:

**Accountant**

No of Openings – 1, Location: Patna (1)

Key Responsibilities:

- Maintenance of financial records
- Prepare financial statements
- Process invoices, payments, and reimbursements for staff and vendors.
- Maintain petty cash and manage financial transactions
- Control costs by reviewing and recommending cost-saving measures.
- Ensure compliance with taxation requirements and skill development program guidelines.
- Prepare documents and records for statutory audits, inspections, and reviews. File tax returns (GST, TDS, etc.) and ensure timely payments. Maintain proper records of all financial transactions, receipts, and bank statements.

Eligibility Criteria & Experience:

- B. Com (or equivalent) with certification in accounting (e.g., CA Inter, Tally, etc.).
- 2 - 4 years of accounting experience, preferably in education or non-profit sectors.
- Proficient in MS Excel, Tally (or similar accounting software), and financial reporting tools.
- Familiarity with GST, TDS, and other tax-related matters.
- Strong written and verbal communication skills in English and Hindi.

Position No 3:

**Aviation Marketing Executive**

No of Openings – 2, Location: Greater Noida (1) /Patna (1)

Job Overview:

We are seeking a dynamic and creative 'Aviation Marketing Executive' to drive awareness, student enrolment, and brand positioning for our academy. You will play a key role in promoting our training programs, building partnerships, and creating impactful campaigns to reach our target audiences.

#### Key Responsibilities:

- Responsible for populating the training programs in terms of Admissions, branding and expansion of the courses and institute.
- Forge strategic partnerships with stakeholders.
- Collaborate with institutional groups, Schools, Colleges, career counselors, and local community groups.
- Coordinate and organize workshops, webinars, seminars, promoting events and industry guest sessions.
- Conduct competitor analysis, audience research, and industry trend monitoring.
- Design content and creatives for social media, brochures, emails, and website.
- Plan and execute marketing campaigns (digital and offline) to promote training courses and increase enrolments.
- Generate student leads through online platforms, education fairs, school/college outreach, and referral programs
- Follow up on inquiries and convert them into registrations. Manage and optimize social media channels).
- Maintain and update the website with program details.

#### Eligibility Criteria & Experience:

- Bachelor's degree in Marketing, Business, Mass Communication, or a related field.
- 1 - 3 years of experience in marketing, preferably in education, training, or service industries.
- Strong knowledge of digital marketing tools and platforms. Understanding of the aviation, tourism, or hospitality sectors.
- Familiarity with CRM tools and lead tracking systems. Local language proficiency (for Patna Central)
- Excellent communication and presentation skills- both English and Hindi.
- Proficiency in content creation and social media management.
- Passion for education and student engagement.

#### Position No 4:

##### **Senior Administrative Executive**

No of Openings – 2, Location-Greater Noida (1) / Patna (1)

#### 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 5:

##### **Airport Terminal Operations Trainer**

No of Openings – 2, Location-Greater Noida (1) / Patna (1)

#### 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 followup.

#### Position No 6:

##### **Tele Caller (Aviation)**

No of Openings-1, Location – Greater Noida (1)

The candidate will be responsible for handling student inquiries, providing course information, and converting leads into admissions through effective communication.

**Key Responsibilities:**

- Make outbound calls to prospective students and parents from provided leads
- Handle inbound calls and walk-in inquiries professionally
- Explain course details, fees, duration, eligibility, and career opportunities
- Follow up with interested candidates and maintain regular communication
- Schedule counseling sessions and demo classes
- Maintain accurate records of calls, inquiries, and admissions in CRM or registers
- Achieve daily/weekly calling and admission targets
- Coordinate with the counseling and admission team
- Resolve basic queries related to courses and institute policies
- Excellent verbal communication skills (Hindi & basic English)
- Good convincing and negotiation skills
- Pleasant personality and positive attitude
- Ability to work with targets and deadlines
- Basic computer knowledge (MS Excel, CRM preferred)

**Important**

**Interested and eligible candidates may send their C.V. alongwith recent passport size photograph to [info@fore-faast.com](mailto:info@fore-faast.com) latest by 22 Jan 2026.**

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