



Indo-German Chamber of Commerce
Deutsch-Indische Handelskammer
Mumbai · Delhi · Kolkata · Chennai
Bangalore · Pune · Düsseldorf



of Finance & Management
German Excellence. Global Relevance.

Indo-German Chamber of Commerce | Mumbai

FUNCTIONAL JOB DESCRIPTION

**Manager - Frankfurt School of Finance
& Management
Senior Executive – DE Services**

BACKGROUND OF DEINTERNATIONAL / IGCC & FRANKFURT SCHOOL INDIA OFFICE

DEinternational / Indo-German Chamber of Commerce [IGCC]

- The DEinternational department is the services brand of IGCC, providing Single Window Business Solutions for companies planning to do business with India or Germany.

Representation Service @ IGCC:

- IGCC is the official representative of the Frankfurt School of Finance & Management in India.
- The Frankfurt School India Office acts as an extended arm for the services of Frankfurt School and is based in the head-office of IGCC in Mumbai.
- Frankfurt School of Finance & Management is a leading private business school based in Frankfurt, Germany.

JOB DESCRIPTION

- Manager - Frankfurt School of Finance & Management
- Senior Executive – DE Services
 - This position is based in Mumbai.
 - The primary role of the candidate will be to support the work of the Frankfurt School India Office.
 - The candidate will also support the services of the DEinternational department of IGCC.
 - The candidate will work together with the Head of Frankfurt School India Office, with Frankfurt School in Germany and with the DEinternational team.

PRIMARY RESPONSIBILITIES INCLUDE

Frankfurt School India Office:

- Support with the entire recruitment cycle of students from India, from first contact to enrollment.
- Student counselling for the degree programmes at Frankfurt School.
- Promotion of Frankfurt School programmes at education fairs, schools, colleges/universities and companies across the region.
- Conceptualization and implementation of marketing activities across varied mediums, e.g. events, fairs, social media and via third-parties
- Organizing and participating in Frankfurt School promotional events
- Conducting admissions interviews and tests
- Working closely with strategic partners in India, e.g. IGCC branch offices, DAAD, MMB Goethe Institute, FS partner universities, companies, etc.

DEinternational services:

- Market Entry Service & Recruitment are our core services supported by Business Advisory, Taxation and Legal services.
- Other important services include Market Research, Business Partner Search, Sustainability, Event Management, and office-in-office representation, amongst others.

CANDIDATE PROFILE

- The candidate should have studied in Germany, preferable a BBA/ MBA.
- At least 3-5 years of relevant work experience.
- Excellent intercultural communication, networking and presentation skills.
- Experience organizing events and with public speaking.
- Knowledge of the German and Indian business environment
- Analytical and structured mind set
- Ability to multi-task and work under pressure when required

**INTERESTED CANDIDATES PLEASE SEND CV & COVER LETTER TO LARISSA WOOD <l.wood@int.fs.de> BY
17 FEBRUARY, 2019**