

Notice for Placement

Job opportunity for Executive – Alumni Data Management

Organization Name:- **WeSchool Alumni Network (WAN)**

Position:- **Executive**

Organization Website:- www.welingkar.org

Work Location:- **WeSchool, Mumbai Campus, Matunga, Mumbai 400019.**

Job Profile / Responsibilities: The person will be responsible for making calls to the alumni for data updation namely, professional data and personal data. Aim of this role is to build excellent relations with alumni community, constantly exceed their expectations, and encourage their engagement in a way which complements WeSchool goals

Key Skills:

1. Excellent IT literacy, with working knowledge of Microsoft Office applications including Word, Excel, PowerPoint and experience of working with databases.
2. Outstanding oral communication skills with the ability to adapt language and tone to suit a variety of different audiences over phone calls.
3. Excellent people skills with the ability to establish a rapport with alumni from all walks-of life over the telephone.
4. Ability to work both independently and in a team and a 'can- do' attitude along with initiative taking, self-motivation, integrity and discretion.

Required Qualification: Graduate with hands-on knowledge on MS Excel and English language

Experience: Required but not mandatory

Remuneration: Best in the industry and depending on qualification and prior experience

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Rutu Gujarathi

Email id: - rutu.gujarathi@welingkar.org

Contact no: - 022 24198399

Corporate Office: 022 24198300