

MOOPLE INSTITUTE OF ANIMATION & DESIGN

Campus Hiring & Placement Collaboration – Job Descriptions

We are currently hiring for multiple Sales, Non-Sales, Administrative and Support positions across our centres in Kolkata and surrounding locations. The following roles are suitable for freshers and experienced candidates, depending on the position.

1. Business Development Executive

Key Responsibilities

- Generate leads through field visits, institutional outreach, referrals and other business development activities.
- Connect with prospective students/customers and explain relevant courses, programs and services.
- Build and maintain relationships with leads, institutions and local partners.
- Follow up with prospects, maintain lead records and support conversion activities.
- Achieve assigned daily/weekly/monthly business development targets.
- Coordinate with the counselling and centre teams for smooth lead-to-admission movement.

Candidate Preferences

- Graduate in any discipline; freshers may apply.
- Good communication and interpersonal skills.
- Comfortable with field work and meeting people.
- Knowledge of Bengali/Hindi/English will be an advantage.

Indicative Compensation: ₹10,000 – ₹30,000 per month + applicable incentives

2. Data Collection Executive

Key Responsibilities

- Visit assigned locations/markets to collect and verify relevant data.
- Conduct surveys, field enquiries and information-gathering activities as assigned.
- Maintain accurate records of collected data using prescribed formats or mobile tools.
- Submit daily activity reports and coordinate with the reporting manager.
- Ensure data quality, completeness and timely submission.
- Travel within assigned areas as required for field-based work.

Candidate Preferences

- Minimum 10+2; graduates are also welcome.
- Good communication and basic smartphone skills.
- Comfortable with field visits and local travel.
- Basic knowledge of Google Sheets/Excel will be an advantage.

Indicative Compensation: ₹8,000 – ₹10,000 per month

3. Academic Counselor

Key Responsibilities

- Counsel prospective students and parents regarding courses, career pathways and institute offerings.
- Understand student requirements and recommend suitable programs.
- Handle enquiries received through calls, walk-ins, digital leads and referrals.
- Follow up with prospective students and maintain accurate lead records.
- Coordinate with the academic and centre teams to support the admission process.
- Work towards assigned counselling and admission targets.

Candidate Preferences

- Graduate in any discipline; freshers with strong communication skills may apply.
- Good verbal and written communication.
- Strong interpersonal and counselling skills.
- Prior experience in education counselling/telecounselling is an advantage.

Indicative Compensation: ₹10,000 – ₹20,000 per month + applicable incentives

4. Placement Executive

Key Responsibilities

- Coordinate with companies, recruiters and placement partners for hiring opportunities.
- Source and communicate relevant job opportunities to eligible students/candidates.
- Screen candidate profiles and coordinate interviews, tests and selection processes.
- Maintain placement databases, interview schedules and candidate records.
- Build and maintain relationships with corporate and recruitment partners.
- Prepare regular placement updates and reports for management.

Candidate Preferences

- Graduate/MBA/PG preferred depending on role level.
- Strong communication, coordination and follow-up skills.
- Good knowledge of MS Excel/Google Sheets.
- Freshers with strong communication and organisational skills may apply.

Indicative Compensation: ₹10,000 – ₹12,000 per month

General Information

- Employment type: Full-time; internship opportunities are also available for selected departments.
- Work locations: Multiple Moople centres across Kolkata and surrounding areas, subject to business requirements.
- Candidates from relevant academic backgrounds are encouraged to apply.
- Final designation, compensation, work location and selection process may vary based on the role, experience and candidate profile.
- Campus placement officers/institutes may share eligible student CVs with the Moople HR/Recruitment Team for screening.