About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the **IIM Act of 2017**, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Manager – Admissions
Job Purpose	The Admissions Officer will be responsible for managing the complete admissions lifecycle at the Institute, ensuring a seamless, transparent, and efficient process from initial inquiry through final registration. This role requires a highly organized and self-driven professional with strong analytical abilities and advanced technical proficiency to oversee complex workflows, maintain high standards of accuracy, and meet strict timelines. Serving as a key liaison among faculty members, prospective applicants, external stakeholders, and internal support teams, the Admissions Officer will uphold the Institute's strategic objectives while ensuring that all admissions activities are executed with professionalism and excellence. The ideal candidate will demonstrate exceptional oral and written communication skills, sound judgment, and the ability to operate independently in a dynamic, high-pressure environment.
Job Type	Contractual – non-teaching
Principal Accountabilities & Responsibilities	**1) End-to-End Admissions Management** • Independently lead and manage the complete admissions cycle for the Institute's programmes, ensuring efficiency, transparency, and adherence to timelines. • Prepare admissions calendars, manage budgets, oversee vendor relationships, and supervise application processing, offer documentation, and student registration. **2) Compliance, Reporting, and Governance** • Ensure strict adherence to all admission policies, guidelines, and statutory requirements, including the management and resolution of RTI queries. • Support the Admissions Committee through detailed data analysis, report generation, and preparation of compliance-related documentation. **3) Student & Faculty Interface** • Conduct orientation programmes and support examination-related activities. • Coordinate with students and faculty to facilitate smooth operations during the admissions process and Institute events. • Guide the team in billing, record maintenance, and documentation. **4) Documentation and Data Management** Verify applicant documents, issue provisional offer letters, track fee payments, and maintain accurate and confidential digital records within the Institute's management systems. **5) Event & Process Coordination** • Organize logistics for various admission-related activities, including campus tours. • Represent the Institute, information sessions, and other outreach initiatives. **6) Digital Systems & Process Enhancement** • Update admissions information on the Institute's internet and intranet portals and furnish required reports.

	• Assist in the digitalization of admissions processes, leveraging digital tools and ERP platforms for enhanced efficiency. Support the Reporting Authority in day-to-day operations, including scholarship and financial aid processing. **7) Team Leadership & Collaboration** • Lead, mentor, and guide the admissions team in their daily activities. Collaborate effectively with academic and administrative departments to ensure seamless coordination across functions.
Key Skill and Ability Requirements	• **Technical Proficiency:** Strong command of MS Excel; working knowledge of Python, R, or Stata; proficiency in MS Office, email, scheduling tools, databases, ERP systems, and internet-based applications. • **Analytical & Planning Skills:** Strong data analysis, forecasting, and planning capabilities, with a detail-oriented approach and the ability to drive process improvements. • **Interpersonal & Communication Skills:** Exceptional oral and written communication skills, with the ability to communicate professionally across different levels of management and faculty. • **Leadership & Personal Attributes:** High level of integrity, maturity, and dedication; proven ability to work independently and lead teams effectively; strong sense of urgency and customer service orientation. • **Problem-Solving & Collaboration:** Solution-oriented mindset, effective stakeholder management skills, and the ability to work collaboratively with diverse internal stakeholders. • **Work Ethic & Flexibility:** Ability to work under pressure, meet deadlines, and prioritize tasks • efficiently; willingness to travel for admissions-related activities as required.
Qualification and Personal Profile	• Candidates should be an Engineering graduate with First class from a reputed University / Institute. Post graduation in Management is desirable. • Should have a minimum of 10 years of experience handling admissions in any higher education institute or a private business school/Government institution. • Having experience handling admissions in multiple degree-granting programs is desirable. • Work experience of managing end-to-end Graduate/ PG admissions through All India level examinations in IIMs/IITs/Private B-Schools of high repute/NITs and any other All India level test is highly desirable. • Should be fluent in English; having knowledge in Hindi, Kannada, and knowledge of a foreign language will be added an advantage.
Compensation	• The selected candidate will be offered on a consolidated monthly salary on CTC mode; contract may be renewable subject to satisfactory performance. The compensation will be fixed based on • candidate's profile. Minimum Rs. 13.87 Lakhs (per annum) + other benefits + annual incentive

Interested candidates may fill the application using the link: here
The closing date for applications is 28th January 2026. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- **10th & 12th Marksheets.**
- **Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.**
- **Post - Graduation (if applicable)– All semester wise Marksheets & Final Post – Graduation Certificate.**
- **All experience letters.**
- **Recent 3 months' payslips or 3 months' income proof.**
- **If you have undergone any training, kindly attach the training certificates.**

Applications without these documents will be treated as incomplete and will not be considered.