

Hiring for Admission Counsellor/ Telecaller – Admission

Roles & Responsibilities:

- Provide accurate information regarding courses, admission requirements, scholarships, and campus life.
 - Counsel prospective students (and sometimes parents) via phone, email, and in-person meetings.
 - Follow up on leads and inquiries generated through marketing efforts.
 - Assess students' eligibility and guide them through the application process.
 - Schedule and coordinate interviews, entrance exams, and campus tours.
 - Maintain up-to-date knowledge of academic programs and institutional policies.
 - Assist with documentation, application submission, and enrollment formalities.
 - Track student progress through CRM or admission software.
 - Collaborate with the marketing team to organize outreach programs, events, and seminars.
 - Meet monthly/quarterly enrollment targets.
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Location: Jaipur

Experience: minimum 1 year

Qualification: Any graduate