**Job description**

**Position Name: Admission Counsellor**

**Job Role:**

* Advice the students for the suitable Technical Courses available
* Arrange student’s visit for Demo class
* Answer student’s queries in polite manner with all required details
* Maintain the database of the enrolled students and their visits/enquiries
* Proper maintenance student’s personal record

**Qualification**: 10+2(Inter) / Fresh Graduates (BBA / B. Com)

**Skills:**

- Knowledge of Excel

- Excellent Inter-personal Skills

- Convincing Skill

- Awareness of phone etiquettes

**Salary:** ₹12,000 per month + Incentive

**Job Types**: Full-time, Regular / Permanent

**Schedule:** Day shift