

<https://talenttide.in/job/admission-counsellor-4-nos/>

Admissions Counsellor

Description

Our client is a reputed school located at different locations. Our Schools are situated at Tolichowki, Saidabad, Purani Haveli, and Bandlaguda. They are looking to expand their team and are looking for an immediate joiner.

Responsibilities

Responsibilities:

- Guide prospective students through the admissions process.
- Provide information on academic programs, admission criteria, and campus life.
- Assist applicants and review applications for compliance.
- Represent the institution at recruitment events and college fairs.
- Build and maintain positive relationships with stakeholders.
- Manage data, prepare reports, and analyze admissions trends.
- Offer academic and career counseling to prospective students.
- Organize and participate in admission events and orientation sessions.

Qualifications

- Bachelor's degree in education, counseling, or related field.
- Strong interpersonal and communication skills.
- Knowledge of admissions processes and academic programs.
- Ability to work independently and collaboratively.
- Excellent organizational and time-management skills.

Job Benefits

Salary + Paid leaves + PF

Contacts

8247400808
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Hiring organization

Talent Tide

Employment Type

Full-time

Beginning of employment

Immediate

Duration of employment

permanent

Industry

Education

Job Location

Multiple, Hyderabad, Telangana, India

Working Hours

9 to 6

Base Salary

Ind 20000 - Ind 25000

Date posted

December 14, 2023