

## 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  
[talenttide@gmail.com](mailto:talenttide@gmail.com)

### 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