

Job Summary

- Counselling prospective students and guiding them about the different courses offered.
- Advise students on specific programs and admission procedures.
- Handling walk in and telephonic queries
- Converting leads into admissions.
- Assist students with admissions procedure.
- Maximize sales revenue.
- Should be able to document call log sheets & develop prospective call leads for company.

Required Skills

- Excellent Communication Skills.
- Good Interpersonal Skills
- Self-Motivated
- Convincing ability.