WORK VAPOR

Job Link: https://workvapor.in/jobs/academic-counsellor-calling-admissions/

ACADEMIC COUNSELLOR – CALLING & ADMISSIONS

BASE SALARY

INR 18000 - INR 22000

HIRING ORGANIZATION

Japan With Adi (JWA)

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DESCRIPTION

Job Role: Academic Counsellor – Calling & Admissions

Company: Japan With Adi (JWA)
Work Mode: Remote
Employment Type: Full-time
Salary: ?18,000–?22,000 per month
Incentives: Additional conversion-based incentives
Joining: Immediate
Daily Calling: 30–40 outbound calls and regular lead follow-ups
Training: Mandatory 5–7 days of training before handling leads independently

Contact Details

Email:
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WhatsApp: 7999646857

About the Company

Japan With Adi helps students explore education, scholarships, Japanese language learning and career opportunities in Japan. Its programs include KIHON Japanese language courses and scholarship mentorship.

About the Position

We are looking for an Academic Counsellor to connect with interested students, explain our

programs and guide them through the admission process. The position involves daily calling, regular follow-ups, CRM updates and enrolment targets.

This is an individual contributor position focused on student counselling and admissions.

Key Responsibilities

- Make 30–40 outbound calls daily to assigned leads.
- Respond to student enquiries through calls, WhatsApp and official platforms.
- Understand students' educational backgrounds, goals and requirements.
- Explain Japanese courses, scholarship mentorship, fees and batches.
- Conduct counselling calls and handle common questions.
- Follow up with interested students and parents.
- Convert suitable enquiries into paid admissions.
- Update CRM records with call outcomes and follow-up details.
- Share brochures, demo details and payment links when required.
- Coordinate with the team for payment confirmation and onboarding.
- Submit daily reports covering calls, follow-ups and admissions.
- Provide accurate information without guaranteeing scholarships, jobs or visas.

Requirements

- Good spoken and written communication in Hindi and English.
- Confidence in speaking with students and parents.
- Willingness to make calls and meet daily targets.
- Basic computer skills and familiarity with WhatsApp, Google Sheets and CRM tools.
- Reliable laptop or desktop and stable internet connection.
- Quiet environment for making calls.
- Full-time availability during agreed working hours.
- Interest in sales, admissions or student counselling.
- Previous experience in telecalling, telesales, customer support or edtech admissions is preferred.

Knowledge of Japan-related education opportunities is helpful but not mandatory. Candidates with strong communication skills and a willingness to learn can apply.

Mandatory Training

Selected candidates must complete 5–7 days of training. Training will cover:

- JWA programs, fees and course details.
- Japan's education and scholarship pathways.
- Calling, counselling and objection handling.
- CRM updates, follow-up tracking and student onboarding.

Compensation & Benefits

- Monthly salary of ?18,000–?22,000.
- Additional conversion-based incentives.
- Work from home.

Important Information

The position requires personally handling leads, making daily calls, following up and closing admissions. It does not involve team management or operations leadership.

Applicants should be comfortable with the salary range, daily responsibilities and full-time commitment. Shortlisted candidates will complete a communication assessment and a mock counselling call.

How to Apply

Interested candidates can apply through LinkedIn or share their resume using the email addresses or WhatsApp number provided above.