

WORK VAPOR

Job Link: <https://workvapor.in/jobs/academic-counsellor-remote-student-guidance-coimbatore-345118/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Coimbatore, India

? Remote work from: India

DATE POSTED

? June 7, 2026

ACADEMIC COUNSELLOR, REMOTE STUDENT GUIDANCE COIMBATORE

BASE SALARY

INR 16000 - INR 26000

DESCRIPTION

Academic Counsellor is hiring in **Coimbatore**.

Work Type: Full-Time

Mode: Remote

Salary: Based on experience

Experience: Fresher or Experienced

Contact Details:

WhatsApp: +91 8015984344

The team is looking for a confident and friendly Academic Counsellor. The main work is to guide students in a simple way. You will help them with course details, admissions, and career choices. You will also handle follow-ups and build trust with students and parents.

This is a remote work opportunity. The company wants someone who can speak well and explain clearly. Basic CRM and MS Office knowledge will help. Telecalling or counselling experience is a plus.

Main Work

- Handle student enquiries by call, WhatsApp, and direct counselling
- Explain course details in simple words
- Share fee details and admission steps clearly
- Follow up with interested students
- Convert leads into admissions
- Maintain student records and daily follow-up notes
- Speak politely with students and parents
- Help students choose the right course

Confidential

- Work toward monthly counselling targets
- Handle telecalling with confidence

Skills Needed

- Good communication skills
- Strong convincing ability
- Basic MS Office knowledge
- Basic CRM tool knowledge
- Professional speaking style
- Positive attitude
- Target-focused mindset

Preferred Skills

- Telecalling
- Student counselling
- Lead conversion
- Follow-up management
- Customer handling
- Interviewing and mentoring skills can help too

The work is simple and student-focused. You will support students in a clear and friendly way. The role needs someone who can stay active, organized, and responsive.