

WORK VAPOR

Job Link: <https://workvapor.in/jobs/academic-counselor-student-support-admissions-role-vitaskills-academy/>

HIRING ORGANIZATION

VitaSkills Academy

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Trivandrum

ACADEMIC COUNSELOR – STUDENT SUPPORT & ADMISSIONS ROLE, VITASKILLS ACADEMY

BASE SALARY

? 7000 - ? 7500

DESCRIPTION

VitaSkills Academy

Pothencode, Trivandrum

Work Mode: In-person

Employment Type: Full-time (Fresher also allowed)

Salary: ?7,000 – ?7,500 per month + incentives

Contact Details

WhatsApp: 8714062508

Job Overview

This role is for handling student guidance and admission support work in training institute. Work is mainly talking to students, helping in admission process and handling daily office support tasks.

Required Skills

- Basic MS Office knowledge
- Photoshop basic skill is helpful
- Telecalling experience is preferred
- Good communication skill
- Ability to handle students and inquiries

Key Responsibilities

- Guide students for courses and admissions
- Handle calls, WhatsApp and walk-in inquiries
- Support admission and fee related work
- Maintain student records and basic reports
- Manage social media inquiries
- Help in daily office coordination

Work Nature

This is a student support and counseling type job. Candidate should be active in communication and ready to handle calling and admission related work daily.

Preference Note

Nearby Pothencode candidates and Kerala applicants are preferred for this role.

How to Apply

Send CV directly on WhatsApp for selection process. Shortlisted candidates will be contacted for further discussion.

Contact Details

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