WORK VAPOR

Job Link: https://workvapor.in/jobs/admission-counsellor-3/

ADMISSION COUNSELLOR

BASE SALARY

INR 100000 - INR 475000

DESCRIPTION

Job Role: Admission Counsellor

Company: Manipal Academy of Higher Education (MAHE)
Posted By: Mytel Recruitment Solutions Noida
Job Type: Full-Time, Permanent
Work Mode: Work From Office
Location: Noida Sector 15, Uttar Pradesh
Experience: 1–5 Years
Openings: 10
Salary: ?1 – ?4.75 LPA
Industry: Education / Training
Profile: Academic Counselling / Inside Sales
Working Days: Monday–Saturday
Weekly Off: Sunday
Working Hours: 10:00 AM – 7:00 PM
Education: Any Graduate

HR Contact: Nitin
Phone: +91 9667788447
Application: Call for a telephonic interview

MAHE is hiring **Admission Counsellors** for an academic counselling and inside sales position in Noida. The role involves speaking with prospective students, understanding their requirements, and converting leads into admissions over the phone.

Candidates should have **excellent English communication skills** and prior EdTech sales experience. The position offers fixed day shifts, Sunday off, and performance-based sales incentives.

Key Responsibilities

HIRING ORGANIZATION

Manipal Academy of Higher Education (MAHE)

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 28, 2026

JOB LOCATION

Noida Sector 15, Goa, India

- Contact prospective students through outbound calls.
- Understand student requirements and career goals.
- Provide information about courses and admissions.
- Counsel students and guide them through the admission process.
- Convert qualified leads into admissions.
- Follow up with interested students.
- Maintain lead and customer records.
- Meet assigned admission and sales targets.
- Handle student queries professionally.
- Support the admission process from lead to conversion.

Requirements

- **1–5 years of relevant experience**.
- **EdTech sales experience is mandatory.**
- Excellent English communication skills.
- Strong counselling and convincing skills.
- Experience in outbound sales or telesales is preferred.
- Good student and customer handling ability.
- Target-oriented approach.
- Ability to work from office.

Key Skills

- Admission Counselling
- Educational Counselling
- Inside Sales
- EdTech Sales
- Outbound Sales
- Telesales
- Student Counselling
- Career Counselling
- Telecalling
- Lead Conversion
- Business Development
- Educational Sales
- Client Servicing

Work Schedule & Benefits

- **Fixed day shift.**
- Monday–Saturday working.
- **Sunday fixed off.**
- Work from office.
- Attractive work environment.
- **Monthly sales incentives up to ?1 lakh.**
- Performance-based earning opportunity.

How to Apply

Interested candidates can contact:

Nitin: +91 9667788447

Candidates should call for the **telephonic interview** and discuss the admission counselling position.

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