

WORK VAPOR

Job Link: <https://workvapor.in/jobs/admission-counsellor-work-from-home/>

HIRING ORGANIZATION

Lakhera Global Sevices

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 5, 2026

JOB LOCATION

? Remote work from: India

ADMISSION COUNSELLOR – WORK FROM HOME

BASE SALARY

INR 18000 - INR 21000

DESCRIPTION

Job Role: Admission Counsellor – Work From Home

Company: Lakhera Global Sevices

Job Type: Work From Home

Salary: ?18,000 – ?21,000 per month

Offered Salary: ?20,000 per month

Working Hours: 9:30 AM – 6:00 PM

Location: Remote

HR Contact: Muskan HR

WhatsApp: 9888255570

Email: muskan.hr@lakheraglobalsevices.com

Lakhera Global Sevices is hiring an **Admission Counsellor** for its education vertical. The role focuses on helping students understand agriculture-related courses and career pathways.

The candidate will handle student counselling. The role also includes follow-ups and admission support.

Key Responsibilities:

- Counsel students about agriculture-related courses and career opportunities.
- Explain course structures clearly.
- Explain eligibility criteria and admission processes.
- Follow up with prospective students.
- Assist students throughout the admission journey.
- Maintain regular communication with leads.

- Convert enquiries into admissions.
- Build strong relationships with students.
- Handle student and parent queries with confidence and patience.
- Coordinate with the internal team for a smooth admission process.
- Maintain proper follow-ups and records of prospective students.

Requirements:

- Good communication and interpersonal skills.
- Fluency in English is required.
- Fluency in any one of these languages is also required: **Marathi, Tamil, Telugu, Kannada or Malayalam.**
- Confident and positive personality.
- Student-friendly approach.
- Ability to explain information clearly.
- Ability to handle student and parent queries.
- Sales experience will be an advantage.
- Counselling experience will be an advantage.
- Education experience will be an advantage.
- Admission experience will be an advantage.
- Freshers with strong communication skills are welcome.
- Willingness to learn is required.
- Ability to work independently in a Work From Home environment.
- Ability to communicate effectively from home.

Work From Home Requirements:

- Candidate must have their **own laptop or computer.**
- **Good and stable internet connection** is mandatory.
- A quiet and professional workspace is preferred.
- Candidate should be comfortable attending calls.
- Candidate should be comfortable communicating with students and parents online.

Benefits:

- **Work From Home**
- 5 week-offs per month
- All Indian festivals off
- 2.5 paid leaves every month
- Cooperative and supportive work environment
- High growth and career development opportunities
- Opportunity to grow with a multi-industry organisation
- Paid sick time

How to Apply:

Send your **updated resume** to:

WhatsApp: 9888255570

Email: muskan.hr@lakheraglobalservices.com

Join Lakhera Global Services as an **Admission Counsellor** and work remotely while

supporting students with course and admission guidance.