

WORK VAPOR

Job Link: <https://workvapor.in/jobs/admission-counselor-student-guidance-and-support-opportunity-344288/>

HIRING ORGANIZATION

MUNDESHWARI GROUP

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Begusarai, India

? Remote work from: India

ADMISSION COUNSELOR, STUDENT GUIDANCE AND SUPPORT OPPORTUNITY

BASE SALARY

? 12000 - ? 15000

DESCRIPTION

Admission Counselor, Student Guidance And Counselling

Company: MUNDESHWARI GROUP

Location: Begusarai

Work Type: Full Time

Work Location: In Person

Salary: ?12,000 to ?15,000 per month

Mobile Number: +91 9264292367

Email ID: hr@ismpatna.ac.in

MUNDESHWARI GROUP is hiring Admission Counselors for student admission support work. Candidates should have good communication and counselling skills. This opportunity is suitable for candidates interested in education and student guidance. Candidates will handle admission enquiries and student follow ups. Professional behaviour and proper communication are important for this position.

The selected candidates will talk with students and parents through phone email WhatsApp and direct meetings. You will explain courses eligibility and admission process in simple words. Candidates should guide students with document submission interview scheduling and application support. Follow up work and lead conversion will also be part of daily tasks.

Responsibilities

- Respond to student admission enquiries
- Explain courses and eligibility details
- Guide students through application process

- Maintain CRM records and follow ups
- Coordinate with faculty and marketing teams
- Support admission and recruitment activities

Candidates with admission counselling or education industry experience can apply. Knowledge of CRM tools and Microsoft Office will be helpful. Good communication and interpersonal skills are required. Candidates should handle student queries politely and professionally. Experience with international admissions or visa process will be an added advantage.

Benefits

- Provident Fund benefits
- Professional office environment
- Career growth opportunity
- Admission counselling experience
- Education industry exposure

This is an office based opportunity in Begusarai. Candidates may also participate in education fairs webinars and recruitment events. Flexible timing may be required for international student communication when needed.

Apply Now

Interested candidates can call or send resume on:
+91 9264292367

Send Resume By Email:
hr@ismpatna.ac.in

Contact Details:
Phone Number – +91 9264292367