

WORK VAPOR

Job Link: <https://workvapor.in/jobs/admission-executive/>

HIRING ORGANIZATION

Chandigarh University

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Delhi / NCR, India

? Remote work from: India

DATE POSTED

? April 20, 2026

VALID THROUGH

2027-02-20

ADMISSION EXECUTIVE

BASE SALARY

INR 125000 - INR 550000

DESCRIPTION

Position :- Admissions Executive / Senior Admissions / Area Coordinator

Share resume at nidhi.hrd@cumail.in

Contact: 6239581392

Key Responsibilities:

- Plan and execute marketing & outreach activities (ATL/BTL) to drive student admissions.
- Build strong relationships with schools, colleges, and academic institutions.
- Conduct seminars, presentations, and promotional events.
- Manage complete admission lifecycle inquiries, counseling, follow-ups & enrollments.
- Track conversion ratios and maintain records through CRM/ERP systems.

Experience & Skills:

- 1+ year experience in education marketing/admissions.
- Strong school network and outreach exposure.
- Excellent communication, planning & negotiation skills.
- Target-driven and result-oriented approach.