

WORK VAPOR

Job Link: <https://workvapor.in/jobs/admissions-counsellor-defence-coaching-in-mohali/>

HIRING ORGANIZATION

New Careers Academy

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Mohali, Punjab, India

ADMISSIONS COUNSELLOR – DEFENCE COACHING IN MOHALI

BASE SALARY

INR 10000 - INR 15000

DESCRIPTION

Job Role: Admissions Counsellor – Defence Coaching Academy

Company: New Careers Academy

Location: Mohali, Punjab

Work Mode: In Person

Salary: ₹10,000–₹15,000 per month

Education: Graduate in Any Discipline

Experience: Admissions, Education Sales or Customer Service Preferred

Languages: Hindi & English; Punjabi Advantage

Work Focus: Student Counselling, Enquiries and Admissions

Contact Details:

WhatsApp: 9501070051

Website: ncaacademy.com

New Careers Academy is hiring **Admissions Counsellors** to guide students and parents for NDA, CDS, AFCAT, CAPF and SSB coaching.

Key Responsibilities

- Handle calls, WhatsApp and walk-in enquiries.
- Explain courses, eligibility, fees and batches.
- Counsel students and parents.
- Follow up with prospective students.
- Maintain enquiry records.
- Coordinate demos and student onboarding.

Requirements

- Graduate in any discipline.
- Admissions counselling, education sales or customer service experience preferred.
- Good Hindi and English communication.
- Punjabi is an advantage.
- Basic computer, spreadsheet or CRM skills.
- Good listening, organisation and follow-up skills.
- Defence exam knowledge is preferred.

Benefits

- Food provided.

How to Apply

Send your CV on WhatsApp **9501070051** with “**Admissions Counsellor Application.**”