

WORK VAPOR

Job Link: <https://workvapor.in/jobs/admissions-counselor-student-enrollment-intern-remote/>

HIRING ORGANIZATION

Misao Online Japanese Language Institute

EMPLOYMENT TYPE

Intern

DATE POSTED

? September 11, 2026

JOB LOCATION

? Remote work from: India

ADMISSIONS COUNSELOR / STUDENT ENROLLMENT INTERN – REMOTE

BASE SALARY

INR 90000 - INR 125000

DESCRIPTION

Admissions Counselor & Student Enrollment Intern

Misao Online Japanese Language Institute is hiring for a remote admissions and student enrollment position. The role is suitable for freshers with 0 to 1 year of experience.

Salary: ₹90,000 to ₹1.25 Lacs per annum

Experience: 0 to 1 year

Work Mode: Remote / Work From Home

Candidate Preference: Women Candidates

Contact: learnhr09@gmail.com

The work involves handling student enquiries and supporting course enrolments. Candidates will communicate with students through calls and WhatsApp.

Key Responsibilities

- Handle student enquiries through calls and WhatsApp.
- Understand student requirements and course interests.
- Explain JLPT courses, fees, and course structure.
- Share information about batches and study materials.
- Maintain lead records in Google Sheets or CRM.
- Follow up with interested students.
- Support students throughout the enrolment process.
- Coordinate demo class timings.

- Send reminders and manage rescheduling.
- Collect student and trainer feedback.
- Assist with registrations and payment updates.
- Support batch allocation and joining information.
- Prepare and share updated batch details.
- Answer basic JLPT and scholarship queries.
- Share basic information about SSW and studying in Japan.
- Escalate queries that need verification.
- Coordinate with students, trainers, and management.
- Submit basic daily and weekly updates.

Requirements

- 0 to 1 year of experience.
- Freshers can apply.
- Women candidates are preferred.
- Any graduate qualification.
- Good communication and interpersonal skills.
- Comfortable speaking with students.
- Basic knowledge of Google Sheets or CRM.
- Good follow-up and coordination skills.
- Basic computer knowledge.
- Ability to work independently from home.

Interested candidates can send their resume to learnhr09@gmail.com.