WORK VAPOR

Job Link: https://workvapor.in/jobs/counsellor-receptionist/

COUNSELLOR / RECEPTIONIST

HIRING ORGANIZATION

Japji Language Institute

EMPLOYMENT TYPE

Full-time

BASE SALARY

INR 10000 - INR 20000

JOB LOCATION

Bathinda, Punjab, India

DESCRIPTION

Job Role: Counsellor / Receptionist

Company: Japji Language Institute
Location: Bathinda
Work Mode: In Person
Job Type: Full-Time
Salary: ?10,000–?20,000 per month
Experience: 1–2 Years Required
Courses: French & German
Eligibility: Freshers Not Eligible

Contact Details:
Phone: 9700019367 / 9780219367

Japji Language Institute is hiring a **Counsellor / Receptionist** in Bathinda. The role includes student counselling, reception work, enquiries and admissions support.

Key Responsibilities

- Handle calls, WhatsApp and walk-in enquiries.
- Counsel students about French and German courses.
- Explain fees, batches and admissions.
- Follow up with prospective students.
- Schedule demos and appointments.
- Maintain student records and documents.
- Manage reception and coordinate with staff.

Requirements

- 1–2 years of relevant experience.

- Good communication and counselling skills.
- English and Hindi/Punjabi communication.
- Basic MS Word and Excel knowledge.
- Education institute or consultancy experience preferred.
- Freshers cannot apply.

How to Apply

Contact **9700019367 / 9780219367**.