

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-relationship-executive-edu-support-student-care-kerala/>

HIRING ORGANIZATION

Eminent Edu Skills

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

CUSTOMER RELATIONSHIP EXECUTIVE – EDU SUPPORT, STUDENT CARE, KERALA

BASE SALARY

? 10000 - ? 25000

DESCRIPTION

Customer Relationship Executive – Edu Support, Student Care

Eminent Edu Skills

Pathanamthitta, Kerala

Work Mode: In-person (Office work)

Salary: ?10,000 to ?25,000 per month

Contact Number: 7736782225

Job Overview

This role is for handling student and parent communication in a simple and helpful way. Main focus is to support students during admission, classes, and daily queries. The job needs basic communication skill and a calm behavior while talking to people.

Student Support Work

- Answer student questions related to courses, fees, classes, and schedules
- Talk through phone calls, WhatsApp, email, and direct visit
- Give correct information in simple language
- Help students and parents during admission process
- Guide about documents, login, and class joining steps

Relationship Handling

- Maintain good behavior with students and parents
- Do regular follow up for updates and issues
- Try to solve small problems quickly
- Help in improving student satisfaction and retention

Complaint Handling

- Listen to student problems carefully
- Share issues with related team like faculty or accounts
- Try to close issues in a simple and polite way

Record and Reporting Work

- Update student details in system or CRM
- Keep attendance and feedback records
- Prepare basic daily or weekly reports when needed

Required Skills

- Basic communication skill in English or local language
- Polite and patient attitude
- Basic computer knowledge like MS Office
- Ability to talk and handle multiple students

Qualification

- Diploma or Any Degree or Post Graduation
- Freshers or experienced in customer support can apply

Apply Details

Interested candidates can contact directly for applying or more information.
Contact Number: 7736782225