

WORK VAPOR

Job Link: <https://workvapor.in/jobs/education-student-academic-counsellor-work-from-home/>

HIRING ORGANIZATION

Get Merit Digital School

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 2, 2026

JOB LOCATION

? Remote work from: India

EDUCATION/STUDENT/ACADEMIC COUNSELLOR – WORK FROM HOME

BASE SALARY

INR 10000 - INR 15000

DESCRIPTION

Job Role: Education Counsellor – Remote

Company: Get Merit Digital School

Company Location: Tollygunge, Kolkata

Job Type: Full Time | Permanent

Work Location: Remote | Work From Home

Experience: 3–5 Years

Salary: ?10,051–?15,000 per month

Education: Bachelor's Degree Required

Languages: Bengali and English

Phone / WhatsApp: +91 8777608558

Email: getmeritschool@gmail.com

GetMerit Digital School is hiring an **Education Counsellor** for a full-time remote position. The role focuses on student counselling and course admissions.

The selected candidate will understand student needs and suggest suitable courses. The role also includes lead follow-ups and admission conversion.

Key Responsibilities

- Counsel students and working professionals.
- Understand their education and career goals.
- Explain course details fees benefits and certifications.
- Handle enquiries through calls WhatsApp email and social media.
- Follow up with interested students.
- Convert suitable leads into admissions.

- Maintain lead and admission records.
- Build positive relationships with students.
- Work towards admission targets.
- Coordinate with marketing and academic teams.
- Provide clear and honest course guidance.

Requirements

- **Bachelor's degree is mandatory.**
- **3–5 years of relevant experience** is required.
- Experience in education counselling or academic counselling is preferred.
- Course sales and student admission experience is useful.
- Strong verbal and written communication skills.
- **Fluency in Bengali and English is mandatory.**
- Good counselling and interpersonal skills.
- Good negotiation and follow-up skills.
- Comfortable working with admission targets.
- Basic knowledge of email WhatsApp and video-conferencing tools.
- CRM or lead-management knowledge is an advantage.
- EdTech or skill-development experience is preferred.

Work From Home Requirements

- Personal laptop or desktop is mandatory.
- Stable internet connection is required.
- Smartphone with active calling facility is required.
- Quiet and professional work environment.
- Ability to work independently from home.

Preferred Candidate Profile

- Confident and professional.
- Student-focused and patient.
- Good at building trust.
- Organised and self-motivated.
- Comfortable working with remote teams.
- Able to handle different types of students and guardians.

Compensation

- **₹10,051–₹15,000 per month**
- Salary may vary based on experience skills and interview performance.
- Performance-based incentives may also be offered.

How to Apply

Apply with your **updated CV** through Indeed.

Candidates should mention:

- Total experience
- Current location
- Current salary

- Expected salary
- Notice period

Phone / WhatsApp: +91 8777608558

Email: getmeritschool@gmail.com