

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/online-student-admissions-operations-coordination-executive/>

## ONLINE STUDENT ADMISSIONS OPERATIONS COORDINATION EXECUTIVE

### BASE SALARY

INR 5000 - INR 5500

### DESCRIPTION

**Company:** Classic Learn  
**Position:** Operations Coordinator  
**Industry:** Education / EdTech Operations  
**Location:** India (Remote Work From Home)  
**Employment Type:** Full-time  
**Salary:** ?5K/Month  
**HR Contact:** +91 7983020261

Classic Learn is looking for an organized Operations Coordinator who can manage daily operational tasks and coordinate with different teams. This work-from-home role involves handling communication, admissions follow-ups, and ensuring smooth workflow between departments.

### Key Responsibilities:

- Coordinate with the sales team regarding leads and student admissions
- Communicate with teachers about class schedules and updates
- Assist in recruitment and coordinate with job candidates
- Manage admission-related follow-ups and maintain records
- Coordinate with field marketing team for operational tasks
- Handle daily communication and operational coordination

### HIRING ORGANIZATION

Classic Learn

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

India  
**? Remote work from: India**

### DATE POSTED

? March 12, 2026

**Eligibility & Skills:**

- Graduate in any stream
- Good communication skills in Hindi and English
- Basic computer and internet knowledge
- Strong coordination and management abilities

**Work Details:**

- Working Days: Tuesday to Sunday
- Working Time: 11:00 AM – 8:00 PM
- Weekly Off: Monday
- Work Mode: Remote / Work From Home

**How to Apply:**

Send your resume or contact on WhatsApp at +91 7983020261