

WORK VAPOR

Job Link: <https://workvapor.in/jobs/parent-counsellor-student-enrolment-coordinator-%e2%82%b92000-%e2%82%b95000-remote/>

HIRING ORGANIZATION

Quraaniq

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: India

PARENT COUNSELLOR, STUDENT ENROLMENT COORDINATOR – ?2,000–?5,000 – REMOTE

BASE SALARY

INR 2000 - INR 5000

DESCRIPTION

Parent Counsellor & Student Enrolment Coordinator – ?2,000–?5,000 – Remote

Company: Quraaniq

Position: Parent Counsellor & Student Enrolment Coordinator

Location: Remote

Employment Type: Part-Time

Salary: ?2,000–?5,000 per month + Performance-Based Incentives

Experience: Freshers and experienced candidates can apply

Quraaniq is hiring a **Parent Counsellor & Student Enrolment Coordinator** for a remote part-time opportunity. The selected candidate will communicate with parents and guide them about Quran learning programs for children and adults.

Contact: +91 7317414160

Email: info.quraaniq@gmail.com

Key Responsibilities

- Communicate with parents through phone and WhatsApp.
- Understand the child's learning needs.
- Explain Quran courses and learning methods.
- Guide parents toward suitable programs.
- Coordinate free demo classes.
- Confirm demo timings and maintain records.
- Follow up after demo sessions.
- Address questions about fees, timings, and classes.

- Follow up with interested parents.
- Support student enrolment.
- Maintain enquiry and lead records.
- Update Google Sheets or CRM.
- Submit daily and weekly activity reports.

Performance Targets

- Maintain quality parent interactions.
- Complete timely follow-ups.
- Generate Free Demo Class bookings.
- Support successful student enrolments.
- Maintain accurate lead records.
- Complete regular daily activities and reports.

Eligibility

- Freshers can apply.
- Experienced candidates can apply.
- Good Hindi and Urdu communication skills.
- Basic English reading and writing skills.
- Basic knowledge of Quran and Arabic.
- Good communication and listening skills.
- Polite and patient communication style.
- Comfortable using phone calls and WhatsApp.
- Basic Google Sheets knowledge.
- Personal laptop or desktop is required.
- Stable internet connection is required.
- Interest in Quranic and Islamic education.

Preferred Experience

- Parent counselling
- Education or EdTech
- Customer support
- Student coordination
- Noorani Qaida
- Quran Reading
- Basic Tajweed
- Islamic Studies

Benefits

- Work from home.
- Flexible part-time schedule.
- Training and counselling guidance.
- Digital tools and lead support.
- Performance-based incentives.
- Growth opportunities based on performance.
- Opportunity to work with a Quranic education platform.

How to Apply

Send your updated CV along with a brief introduction. Mention your previous counselling or customer-facing experience and your Quran or Arabic learning background.

Contact: +91 7317414160

Email: info.quraaniq@gmail.com