WORK VAPOR

Job Link: https://workvapor.in/jobs/part-time-admission-support-manager-work-from-home-%e2%82%b912k-month-edsen/

PART-TIME ADMISSION SUPPORT MANAGER, WORK FROM HOME, ?12K/MONTH | EDSEN

BASE SALARY

INR 11000 - INR 12000

DESCRIPTION

Company: EdSen Education Training LLC
Position: Part-Time Sales / Admin / Social Media Manager
Industry: Education / Training
Location: Remote
Employment Type: Part-time
Salary: ?11,621 – ?12,000 per month
HR Contact: +971 589843992

Core Responsibilities:

- Respond to student inquiries via WhatsApp, calls, and social media
- Guide potential leads and convert them into admissions
- Handle basic administrative tasks
- Manage and track social media prospects
- Support overall sales coordination activities

Required Skills:

- Good communication in English, Hindi, and Malayalam
- Basic understanding of social media platforms

HIRING ORGANIZATION

EdSen Education Training LLC

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India
? Remote work from: India

DATE POSTED

? March 3, 2026

- Organized approach to administrative work
- Confident speaking skills with potential clients
- Prior experience in education, sales, or social media is a plus

Work Setup:

- Fully remote work opportunity
- Part-time role
- Suitable for candidates with sales and coordination interest

How to Apply:

Send your resume or contact on WhatsApp at +971 589843992