

WORK VAPOR

Job Link: <https://workvapor.in/jobs/student-admission-counsellor-job/>

HIRING ORGANIZATION

Kerala Computer Saksharatha Mission (KCSM)

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Kerala, India

? Remote work from: India

STUDENT ADMISSION COUNSELLOR JOB

BASE SALARY

INR 15000 - INR 60000

DESCRIPTION

Job Role: Student Counsellor

Company: Kerala Computer Saksharatha Mission (KCSM)

Location: Mannarkkad and Malappuram, Kerala

Work Mode: Work From Home / In-Person

Job Type: Full-Time

Salary: ₹15,000–₹60,000 per month

Experience: Minimum 1 Year

Age Limit: 22–35 Years

Contact Details

Email: admin@kcsmonline.com

About the Job

Kerala Computer Saksharatha Mission is hiring Student Counsellors. Candidates should have experience in student counselling and computer training centres.

The role involves guiding students and converting enquiries into admissions.

Key Responsibilities

- Contact prospective students by phone.
- Explain courses, fees, and admission procedures.
- Guide students about training programs and career options.
- Follow up with interested students.
- Convert enquiries into confirmed admissions.
- Maintain student records and admission data.
- Achieve admission and sales targets.

- Prepare reports using office tools.

Requirements

- At least 1 year of experience in a computer training centre.
- Good communication and counselling skills.
- Strong sales and negotiation skills.
- Ability to convert leads into admissions.
- Knowledge of Tally, MS Excel, QuickBooks, Zoho, SAP, and e-filing.
- Good follow-up and customer-handling skills.

Salary & Benefits

- Salary of ₹15,000–₹60,000 per month.
- Salary depends on experience, skills, and performance.
- Work-from-home option, depending on the role.
- Flexible schedule.
- Performance-based growth opportunities.

How to Apply

Send your updated resume by email.

Email: admin@kcsmonline.com

Corporate Office:

Kerala Computer Saksharatha Mission (KCSM)

MG Road, Adoor, Pathanamthitta District, Kerala – 691523