# WORK VAPOR

Job Link: https://workvapor.in/jobs/student-admission-executive-permanent-remote/

# STUDENT ADMISSION EXECUTIVE PERMANENT (REMOTE)

## BASE SALARY

**INR 250000 - INR 325000**

## HIRING ORGANIZATION

**NCR EduServices Pvt. Ltd.**

## EMPLOYMENT TYPE

**Full-time**

## JOB LOCATION

**? Remote work from: India**

## DESCRIPTION

**Job Role: Admission Counsellor**

**Company:** NCR EduServices Pvt. Ltd.
**Location:** Work From Home
**Office Location:** Greater Noida, Techzone 4
**Experience:** Minimum 6 Months
**Salary:** ?2.5 – ?3.25 LPA
**Openings:** 3
**Job Type:** Full-Time, Permanent
**Working Days:** Monday to Saturday
**Working Hours:** 12 PM – 9 PM

**HR Contact Details**

**Recruiter:** Nikita Vishwakarma
**Designation:** HR Recruiter
**Contact Number:** 9211676813
**Email:** nikita.vishwakarma@jobors.com

**Job Overview**

NCR EduServices Pvt. Ltd. is hiring Admission Counsellors for a work-from-home opportunity. The selected candidates will connect with students and parents, understand their educational needs, and guide them through the admission process.

**Key Responsibilities**

- Connect with students and parents to understand their academic goals.

- Recommend suitable courses and learning programs.
- Explain course details, eligibility and admission procedures.
- Handle inquiries through calls, WhatsApp and emails.
- Follow up with interested students.
- Schedule counselling sessions and demo classes.
- Help students with applications and documentation.
- Assist with fee-related queries and enrollment formalities.
- Maintain student records and follow-up details in the CRM.
- Update daily activity reports and track leads.

**Skills & Qualifications**

- Bachelor’s degree in any discipline.
- Minimum 6 months of experience.
- Good verbal and written communication skills.
- Strong interpersonal and relationship-building abilities.
- Good persuasion and counselling skills.
- Ability to manage multiple inquiries and follow-ups.
- Basic knowledge of MS Office and CRM tools.

**Salary & Benefits**

- Competitive salary.
- Performance-based incentives.
- Work-from-home opportunity.
- Career growth opportunities.
- Training and professional development.
- Exposure to international education trends.

**How to Apply**

Interested candidates can apply by sending their resumes to nikita.vishwakarma@jobors.com or contact HR recruiter Nikita Vishwakarma at 9211676813.