

WORK VAPOR

Job Link: <https://workvapor.in/jobs/student-counselling-and-admissions-executive-367759/>

HIRING ORGANIZATION

Avakaza Geoscience Research Technologies

EMPLOYMENT TYPE

Full-time

JOB LOCATION

560001, Bengaluru, Karnataka, India

DATE POSTED

? June 27, 2026

STUDENT COUNSELLING AND ADMISSIONS EXECUTIVE

BASE SALARY

INR 15000 - INR 22000

DESCRIPTION

Admissions Telecaller Collections Coordinator

Company Name: Avakaza Geoscience Research Technologies

Job Type: Full-time

Location: Bengaluru, Karnataka

Salary: ?15,000 – ?22,000 per month

Experience: Freshers to 2 Years

Avakaza Geoscience Research Technologies is hiring for an Admissions Telecaller Collections Coordinator position. Freshers with good communication skills can apply. Candidates with experience in telecalling admissions counselling collections or customer support will have an advantage.

Contact Details

Email: hr@agsrt.com

AGSRT is a geospatial training and solutions company. The company works in GIS Remote Sensing WebGIS AI automation drone mapping and digital twin technologies. It provides training programs for students working professionals corporate teams and government organizations.

This role involves admissions support lead follow-ups and payment collections. You will communicate with students and interested candidates. You will help improve admissions

and support payment recovery activities.

Key Responsibilities

- Call new training leads
- Explain course details
- Respond to enquiries
- Follow up with interested candidates
- Follow up after webinars
- Follow up after demo sessions
- Schedule counselling calls
- Coordinate with trainers
- Convert leads into admissions
- Share brochures and syllabus details
- Share batch information
- Share fee details
- Follow up for pending payments
- Follow up for installment dues
- Send reminders through calls
- Send reminders through WhatsApp
- Send reminders through email
- Update payment records
- Maintain lead records
- Maintain admission records
- Update CRM and Google Sheets
- Prepare daily reports
- Prepare weekly reports
- Coordinate with marketing teams
- Coordinate with accounts teams

You will speak with prospective students every day. You will answer basic questions and guide them through the admission process. Regular follow-ups will be an important part of this role.

Required Skills

- Good communication skills
- Convincing skills
- Basic Excel knowledge
- Basic Google Sheets knowledge
- Email handling skills
- WhatsApp communication skills
- Record management skills
- Customer support skills
- Follow-up skills
- Target-oriented approach

Candidates should be organized and disciplined. You should be comfortable making calls and maintaining records. A polite and professional communication style is important.

Qualification

- Any degree or diploma

- Freshers can apply
- Experience in telecalling is preferred
- Experience in admissions is preferred
- Experience in collections is preferred
- Experience in counselling is preferred
- Experience in customer support is preferred

Performance Expectations

- Contact new leads quickly
- Make 40 to 60 calls daily
- Perform daily WhatsApp follow-ups
- Follow up on pending payments weekly
- Maintain accurate tracker updates

Hindi and Kannada language skills are required. Candidates should be willing to work from Bengaluru and coordinate with different teams.

Benefits

- Fixed monthly salary
- Incentive opportunities
- Professional work environment
- Learning opportunities
- Career growth opportunities

Additional incentives may be provided for admissions closed payment recovery and monthly target achievement. Good performers can earn additional rewards based on results.

How To Apply

Interested candidates can send their updated CV using the contact details below.

Contact Details

Email: hr@agsrt.com

Company: Avakaza Geoscience Research Technologies

Location: Bengaluru, Karnataka

Work Location: In Person

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