WORK VAPOR

Job Link: https://workvapor.in/jobs/student-counselor-admissions-and-student-enquiries/

STUDENT COUNSELOR – ADMISSIONS AND STUDENT ENQUIRIES

BASE SALARY

INR 8000 - INR 15000

DESCRIPTION

Student Counselor

Admitra Education Services is hiring Student Counselors in Chennai, Tamil Nadu. The position is hybrid with work from home and office requirements. Freshers can apply.

Salary: ?8,000 to ?15,000 per month

Experience: Freshers and Experienced

Work Mode: Hybrid

Location: Chennai, Tamil Nadu

Department: Admissions / Student Counselling

Contact: +91 8754009830

The work involves handling student and parent enquiries. Candidates will explain courses and college options and support students through the admission process.

Key Responsibilities

- Contact student and parent leads.
- Understand student requirements and eligibility.
- Explain courses and college options.
- Share information about fees and admission requirements.
- Handle student and parent queries.

HIRING ORGANIZATION

Admitra Education Services

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 14, 2026

JOB LOCATION

Tamil Nadu, India

? Remote work from: India

- Build trust through professional communication.
- Follow up with interested students.
- Maintain accurate lead and follow-up records.
- Coordinate with the admissions team.
- Support documentation and application processing.
- Convert qualified leads into admissions.
- Achieve assigned admission targets.

Daily Activities

- Check assigned student leads.
- Make outbound calls.
- Communicate through phone and WhatsApp.
- Provide course and college information.
- Counsel students based on their requirements.
- Follow up on pending enquiries.
- Update lead status and call details.
- Coordinate active admissions with the internal team.
- Submit daily EOD work reports.

Requirements

- 12th pass, Diploma, or any degree.
- Freshers can apply.
- Telecalling or counselling experience is an advantage.
- Sales or education experience is useful.
- Excellent English communication.
- Excellent Tamil communication.
- Good Hindi communication.
- Good listening and convincing skills.
- Strong follow-up skills.
- Target-oriented approach.
- Basic knowledge of WhatsApp and email.
- Basic Microsoft Office or Google Workspace knowledge.
- Good record management skills.

Work Details

The main work will be completed from home. Office visits may be required for meetings, training, coordination, and important admission activities.

Benefits

- Hybrid working opportunity.
- Training on courses and admission procedures.
- Performance-based incentives.
- Learning in counselling and admissions.
- Sales and education operations exposure.
- Career growth based on performance.
- Internet reimbursement.
- Mobile reimbursement.

Interested candidates can send their updated resume by email at

Harshini@admitraeducation.in or contact the hiring team on phone or WhatsApp.
Contact: +91 8754009830