WORK VAPOR

Job Link: https://workvapor.in/jobs/student-enquiry-handling-executive/

STUDENT ENQUIRY HANDLING EXECUTIVE

HIRING ORGANIZATION

Eva Digital Studio

EMPLOYMENT TYPE

Contractor

BASE SALARY

INR 5000 - INR 7000

JOB LOCATION

? Remote work from: India

DESCRIPTION

Job Role: Telecaller & Admission Consultant

Company: Eva Digital Studio
Salary: From ?5,000 per month
Experience: Freshers and experienced candidates
Department: Sales & Student Admissions
Languages: Hindi and Marathi (Fluent)
Industry: Digital Marketing & Education

Contact Details

WhatsApp: +91 9226687433
Email: studioevaofficial@gmail.com

Eva Digital Studio, a digital marketing academy and agency, is hiring Telecaller & Admission Consultants to handle student enquiries, explain professional courses and convert leads into admissions.

Key Responsibilities

- Make outbound calls and follow up with prospective students.
- Explain Digital Marketing, AI Tools and Video Editing courses.
- Guide students on course fees, modules, duration and career opportunities.
- Encourage interested students to visit the institute for counselling.
- Handle queries and follow up through calls and WhatsApp.
- Maintain daily call records and lead details in Excel.

- Convert potential enquiries into confirmed admissions.
- Build professional relationships with students and parents.
- Achieve admission targets.

Requirements

- Fluent in Hindi and Marathi.
- Excellent communication and convincing skills.
- Basic computer and MS Excel knowledge.
- Good interpersonal and customer-handling abilities.
- Positive attitude and target-oriented approach.
- Telecalling, sales or counselling experience is an advantage.

Salary & Incentives

- Starting salary of ?5,000 per month.
- Admission-based incentives.
- Performance bonuses.
- Career growth opportunities.

How to Apply

Send your updated resume through WhatsApp at **+91 9226687433** or email **studioevaofficial@gmail.com**.