

Placement Notice

COMPANY NAME: d'NOTES Admission Consultancy

JOB DESIGNATION: Student Outreach Manager (Admission Counsellor)

GENDER ELIGIBILITY: Females Preferably

ELIGIBILITY: BBA, B.COM, BA (ENG) and MBA (2023 Passout)

LOCATION: Ranchi

Salary: INR 10,000 – 15,000/- Fixed PM + Attendance allowance 1000/- + Incentive per admission

SELECTION PROCESS:

1. Telephonic Interview (1st Round)
2. Personal Interview (2nd Round)

MODE OF INTERVIEW: Telephonic & Personal Interview

JOINING: Immediate

DATE OF INTERVIEW: 29/10/2023; (Sunday)

DESIRED CANDIDATE REQUIRED:

1. An associate degree or bachelor's degree in any related field may be preferred
2. Experience should be 0-1 years for entry-level positions
3. Functional knowledge of Microsoft Office tools, including Word, Excel and PowerPoint
4. Proven experience working with and speaking to young adults
5. Strong communication skills with the ability to deliver information effectively and persuasively
6. Highly organized with a distinct propensity for timeliness and professionalism

ROLES & RESPONSIBILITIES:

1. Looking for an Admission Counselor (Student Outreach Manager)
2. Job- Highlighting the benefits of specific colleges, programs, and courses in order to attract students and encourage them to join the college /Universities

3. Arranging campus tours and conducting information sessions.
4. Maintaining accurate and current knowledge of educational trends, developments, and resources.
5. Review prospective student applications for college admission.
6. Follow-up with students.
7. Counseling students on call, regarding courses and their benefits & influencing them to enroll and guide them.
8. Answer questions about our products or the company
9. Any domestic outbound or telesales experience required, preferred for the MBA industry.
10. Responsible for making outbound calls and regular follow-up on leads assigned.
11. Initiating phone conversations with prospects.
12. Selling courses over the phone directly.
13. Result and target oriented approach.

Interested Candidate need to share updated Resume to given E-mail ID:
helpdeskdenotes@gmail.com

After Sending Resume please fill the Google form also which is given below:

Link - <https://forms.gle/1KZo1ntskXvoMKNh6>

Or

Scan QR Code -



If anyone is having any query then feels free to contact with your placement officer.

Ankit Tiwary

Training & Placement Officer

Mobile: 8837893460

Email: tnpdspmuranchi@gmail.com