Job Opening: Admission Counsellor

Location: Bhopal

Experience: 1-3 Years (Relevant experience preferred)
 Qualification: Graduate | MBA in Marketing preferred

About the Role:

We are looking for enthusiastic and goal-oriented **Admission Counsellors** to join our dynamic admissions team. The ideal candidate will be responsible for guiding prospective students through the admission process, providing accurate information, and helping them make informed decisions about their education journey.

Key Responsibilities:

Counsel and guide students and parents about courses, eligibility, admission procedures, and career prospects

Handle telephonic and walk-in inquiries

Follow up on leads and maintain a strong conversion ratio

Maintain proper records of calls and inquiries

Participate in promotional events, seminars, and admission drives

Requirements:

1-3 years of experience in academic counselling, inside sales, or a related role Excellent communication and interpersonal skills

Target-oriented and self-motivated

Proficient in MS Office and CRM tools

MBA in Marketing is preferred

Send your resume at nichant.hr@peoplesuniversity.edu.in or garima.hr@peoplesuniversity.edu.in or callus at -9109115064, 9109115070