

## **Job Description**

**Position:** Counselor

**Experience:** 2 to 5 Years

### **Job Responsibilities:**

- Meet application and admission targets using various methods including Inbound, Referrals, Outbound, presentations, networking etc.
- Contact potential students to inform them about relevant program using scripts to provide information about program features and their benefits
- Prospecting potential leads, nurturing them, and converting them to successful enrolments by providing high quality counselling
- Cold calling students using a given database to enrol students and ensure updating the details in the CRM
- Willing to talk to 50-60 students everyday over the phone - pitching about the programs and regular sales follow-ups to drive applications/ admissions
- Ask pertinent questions to understand the student's requirements and evaluate potential student's skills, needs and build productive long-lasting relationships
- Promotions of programs through Emails and face to face counselling
- Providing support to organise and promote WhatsApp sessions, webinars, seminar, presentation, and other outreach activities
- Attend events, education fairs, conferences etc. to promote the programs
- Liaising/ Networking with degree college, coaching centers, and admission consultants
- Maintain and expand student database
- Adherence of the admission process from lead to closure
- Create frequent reviews and reports with student data

### **Desired Candidate Profile:**

- 2 to 5 yrs. of relevant experience with renowned university or management institute
- Pleasing personality with strong verbal and written communication in English
- Excellent active listening and interpersonal skills
- Willing to travel across India for outreach activities
- Proficient in Word, Excel, PowerPoint
- Keen to learn and upgrade Product knowledge from time to time for better closure
- Enthusiastic and willing to work relentlessly for achieving and exceeding the targets.

Qualified and interested candidates should apply through <https://iihmr.edu.in/jaipur/careers-form>