

**Job Description****Position – Admission Counsellor****Reporting to Head Admission****Job responsibilities:**

1. Manage inbound & outbound calls effectively & efficiently.
2. Maximize the admission calls to conversion ratio.
3. Manage the CRM effectively by entering the active leads, regular follow ups on pending leads.
4. Act as a single point of contact for In-campus admission activities.
5. Assist in all the admission related activities remotely.
6. To manage end to end admission process with students and parents right from guiding them about the Institute brand, quality of education and overall process
7. Attend the walk-ins by providing the necessary college information to the prospective student's and parents.
8. Guide the students & parents on a campus tour & equipping them with the necessary information about the PGDM program, infrastructure etc.

**Minimum Qualifications**

1. Bachelor's degree.
2. 3-5 years of previous admission counselling experience.

**Personality traits and competencies:**

1. Exceptional interpersonal skills in dealing with parents and students.
2. Demonstrated ability to take initiative and multi-task.
3. Proven ability to establish priorities and to manage time wisely
4. Enjoys the sales conversion process

**If interested please send across your resume along with a cover letter to [hr@kiams.ac.in](mailto:hr@kiams.ac.in)**