

Team Lead – Admissions

Roles and Responsibilities:

- Handle a team of admission counsellors / tele-callers.
- Counsel students & parents on various undergraduate/postgraduate programmes and application processes on different platforms.
- To provide management with relevant data on a regular basis.
- Maintain accurate records and reports of interactions.
- Achieve set targets including quality parameters.
- Nurture and qualify the leads received from various sources.
- Ensuring regular reporting and analysis through CRM.
- Collaborate with the marketing team, providing feedback to help drive traffic, generate leads, and optimize marketing strategies for maximum impact.
- Basic proficiency in MS Office Suite is required.
- Self-driven and motivated.

Desired Qualifications:

- Graduate / PG with 7-8 years of relevant experience.
- Strong communication and interpersonal skills.
- Knowledge of educational programmes and admission procedures.