

Current Openings in the Directorate of Admissions

Position: Admissions Counsellor/Tele Counsellor with 2+ year's Experience

We are looking for enthusiastic and dedicated individuals to join our Directorate of Admissions as Admissions Counsellors/Tele Counsellors. The ideal candidates will play a crucial role in guiding prospective students through the admissions process, providing detailed information about our programs, and addressing inquiries via phone and email.

Roles and Responsibilities:

1. Strong communication skills with excellent sales ability.
2. Patience and the ability to interact effectively with students and parents.
3. Exceptional interpersonal and problem-solving skills.
4. Proficiency in computer programs like CRM software and cloud-telephony systems.
5. Ability to adapt communication styles as required.
6. Skills to resolve issues and address complaints professionally.
7. Flexibility with working hours to meet sales targets and admission goals.
8. Proficiency in multiple languages.
9. Proactive involvement in all marketing-related activities.

Application Process:

Candidates interested in the above roles are requested to submit their resumes to:

- **Email:** am.admissions@msruas.ac.in
- **Email:** hr@msruas.ac.in