



## AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

NTSC17180016

### **UPGRAD EDUCATION PVT. LTD.** **Campus Recruitment 2017 Passed Out Batch**

|                                     |   |
|-------------------------------------|---|
| Batch                               | 2017  |
| Website                             | <a href="http://www.upgrad.com">www.upgrad.com</a>  |
| Job Title                           | Admission Counsellor  |
| Eligible Degrees                    | B.Tech/BBA/BCA/B.Sc   |
| Eligible Branches                   | All Branches  |
| Eligibility Criteria                | No Percentage Criteria  |
| Location                            | Pan India   |
| Compensation (CTC)                  | 4LPA – 4.5LPA   |
| Roles & Responsibilities            | <ul style="list-style-type: none"><li>• Interface with leads via inbound and outbound calls or the Internet for the purpose of converting leads into confirmed applications</li><li>• Maintain a constant communication channel with leads through phone, email, chat and social media during the pre and post-sales processes</li><li>• Maintain a detailed database of all the interactions with the leads and provide a constant feedback to the Student Experience Manager in order to optimize lead closure</li><li>• To develop and maintain a positive working relationship with the students.</li></ul>   |
| Other Desired Skills / Competencies | <ul style="list-style-type: none"><li>• Excellent written and spoken communication skills</li><li>• Strong sales bent of mind, in order to understand and effectively communicate what UpGrad is offering to its prospective students and close applications</li><li>• Approachable and vibrant personality</li><li>• Ability to approach any situation with patience and empathy</li><li>• Passion to deliver the highest levels of customer service at all times</li><li>• Must be a team player with the ability to work independently, prioritize tasks, and meet targets/deadlines</li><li>• Basic proficiency in MS Office Suite (Outlook, Word, Excel) is preferable</li></ul> |
| Documents Required                  | Will be Informed later  |

**My Best Wishes are with you!**

**Dr. Ajay Rana**  
**Advisor**