



COMPANY PROFILE

Indo European is one of India's largest European education consultancies providing fair counseling to students aspiring for further education in Europe, New Zealand, Canada and Ireland. The company represents over 90 educational institutions globally and has a network of 8 offices in India.

For more information kindly visit www.indoeuropean.in With its Head Office at New Delhi, Indo European presently has offices at Chennai, Mumbai, Pune, Lucknow and Bhopal with ongoing expansion plans.

Position available: Online Counselor

Number of Positions: 1

Job Location: Chennai

JOB DESCRIPTION

- Counseling the walk-in & telephonic enquiries, counseling the walk-in & telephonic enquiries.
- Should be able to Convert leads to Admission
- Student follow up via email and phone calls
- Should be able to meet the target.
- Interact with students, parents & professionals in person and assist them in application process for university admissions.
- Understand the student requirement and expectations and help them in University admission process
- Follow up with students via emails and phone calls.
- Build rapport with the students.
- Self learning and development on product knowledge for providing value services to students.
- Should be able to communicate clearly, both written and in speech
- Follow Systems processes and procedures as per the set criterion.
- Able to handle complains and resolve them.

PROBATION PERIOD

3 months

QUALIFICATIONS AND EXPERIENCE REQUIRED

Graduate in any field or Under Graduate.

Preferably if Candidate is having Study Overseas Experience

How to apply: Please send your application to hr@indoeuropean.in

Your application should include

- 1) A brief covering letter explaining why you are suitable for this position.
- 2) An updated Curriculum Vitae (with scanned passport size photo) outlining your work experience, education background, current/last drawn salary, at least two referees and notice period required to join (if any)

Salary & Benefits: Indo European offers a competitive salary structure as per the experience and profile of the candidate. In addition, a bonus structure is offered to staff based on performance on the job. Attractive incentive plans are attached with this profile.

Documents required for interview:

Shortlisted candidates will be required to bring with them:

1. Original and one set of copies of Educational Qualification Certificates
2. Two passport size Photograph
3. Latest salary statement from current or last employer and the latest IT return
4. Advice referees listed in CV that they will be contacted by phone, email or letter for a reference.