

Suryadatta Education Foundation's
Suryadatta Group of Institutes

Name of the company : SEF's Suryadatta Group of Institutes
Location / Campus : Bavdhan, Pune
For whom : PGDM / MBA
Position : Admissions Executive

About the company :

Suryadatta Education Foundations' , Suryadatta Group of Institutes , has blossomed into a bouquet of academic institutions in varied disciplines such as School, Management, Travel & Tourism, Hotel Management, Media & Mass Communication, Interior Designing, Fashion & Jewellery Design, Event Management, Multimedia Graphics & Animation, Creative Arts, Aviation, Health & Fitness, Self Defense, Beauty & Wellness, Vocational & Advanced Studies, PhD centre etc.

Various academic and social institutes under the SEF aegis are growing and need professionals to be a part of their growth. For details refer www.suryadatta.org

Job Profile :

1. **Admission Counseling** : To counsel the enquiries from various sources for various courses offered by Suryadatta Group of Institutes. Counseling includes telephonic, face to face counseling or other modes.
2. **Lead generation** : Tele-calling, participation in career fairs and other events for generating enquiries.
3. **Portals** : Generating and converting leads from various education portals, websites and online enquiries.
4. **Coordination**: Coordinate with students and other staff members
5. **Support planning and coordination** of the Admission cell activities.
6. **Record keeping** : Keeping records for all the above using LMS software. Keeping records for each enquiry as per format given.
7. **Others** : Any other related work allotted from time to time
8. **Compliance and Reporting** : Submit a daily report on activities and compliance. Submit a weekly report of the time table compliance /deviations and consolidated status of Admission related activities done.

No. of positions : Two (2)

CTC : Rs. 3.6 to Rs. 4.32 lakhs p.a. depending upon proficiency and qualification /percentage

Selection criterion :

1. Good communication skills
2. No Backlog in Graduation and Post Graduation throughout. First Class Preferred in MBA.
3. I.T. Skills viz. MS Word, Excel, PowerPoint required
4. 2 wheeler / 4 wheeler required. Candidate must be ready to travel to various locations as and when needed
5. Experienced candidates shall be preferred. However, fresher can also apply.
6. Selection process : Personal interviews

Date : 16.01.2020

Interested candidates should apply by 30.01.2020 by sending their resume and relevant documents on support@suryadatta.edu.in or send their resume with documents to the Director HR, Suryadatta Group of Institutes, Patil Nagar, Bavdhan, Pune - 411021