

	PROC:IT	Procedure Manual – IT
	Page 1	Subject: Responsibility Matrix – Counselor

- 1.0 Purpose : To make the student take admission in Training
- 2.0 Objective : To handle all queries of the student
- 3.0 Scope : To meet the set target
- 4.0 Responsibility : Counselor
- 5.0 Review : Every Quarter

Responsibilities:

- Experience in handling students/candidates queries related to course content/admission process/filling admission form/results etc in an institute will be preferred. Ready to take up target.
- To schedule classes and plan maximum use of trainer
- Managing administrative office work for institute like issuing ID Cards, maintaining daily fee collection report,
- Responsible for preparing batch closing report and preparing mark sheet and certificates
- Responsibility to provide weekly/monthly report to reporting officer

Any Specific Requirement:

- Should be target Oriented and presentable with pleasant personality
- Should have very good communication skills
- Must have experience in preparing presentations and average knowledge of MS Office

Designation: - Counselor

Approx. Salary: - Negotiable

Years of Experience: - 1-3 Years

Qualification: - Graduate Preferably MBA

Location: - Noida

Interview Location : H-34, Sector 63, Noida