



Discover • Prepare • Achieve

Job Description

Academic Counsellor / Senior Academic Counsellor

(Please read the JD carefully before applying)



CollegeDekho (www.collegedekho.com) is a disruptive technology education start-up offering both B2B & B2C solutions. The main offerings in the B2C model includes providing end-to-end admission solutions to students & the B2B model includes offering Digital Marketing Solutions (DMS) to clients. With over 35000+ colleges in its database, CollegeDekho is one of the most promising start-ups in India in 2015.

CollegeDekho is a unique universities discovery platform, which connects education seekers with education providers, at the same time offering information about colleges, courses, entrance exam details, admission notifications, & changes in exam pattern, scholarships & all related topics.

CollegeDekho is a portal designed to answer all curiosities & questions a student might pose while trying to select an institution offering higher education. Additionally, CollegeDekho is on its way to create the first-ever video platform for each of these colleges pan India, including customized apps. What also adds to the uniqueness of CollegeDekho is its foray into higher education abroad through the newly launched Study Abroad website. CollegeDekho Group is one of India's leading Higher Education Ed Tech companies which has raised ~\$50M USD from investors like Winter Capital, ETS Strategic Capital, Calega, Man Capital & ADQ.

Come & join the revolution!



We are looking for smart & dynamic people, who are passionate about helping students realise their dreams by guiding them making judicious & informed decisions about their education & career.

The successful applicant would thrive on a challenging role, & be a great advisor to both the student's & their parent's. We would like to invite people who have worked in or would like to work with progressive organizations, as part of a successful team to come & join us. If you think you would enjoy working in a fast paced, growth-oriented organization, you are the right person for us.



Here's how your onboarding journey will look like

- Upon your joining, you will go through an intensive training program where you will be taught counselling skills, product knowledge, communication skills & about internal technical systems
- This training will consist of NewHire Classroom Training + Nest OJT phases (you're expected to clear this training to hit the shopfloor)
- If you aren't able to clear the training the organization may decide to either redeploy or take action (as per the HR policy)
- The period of training will vary from the process/product you get aligned with
- You would then be assigned to your respective shopfloor team; with a buddy to help you get answers to your day-to-day questions
- Once settled, you would be expected to counsel students over the phone, basis the knowledge & training imparted to you
- Counselling will lead to forms filling for admission, & ultimately to admission in our partner colleges as per your assigned targets
- You will also have direct access to the colleges SPOC as & when required & help in admission conversion process
- You would be expected to maintain daily MIS on the calls & walk-ins (if any)

Must Have Skills

- Excellent listening skills + Excellent communications skills (English & Hindi) & interpersonal skills, multilingual languages (where required)
- BPO/contact centre background & sales experience
- Comfortable with Daily – Weekly – Monthly sales targets
- Should enjoy working in a core sale driven environment
- Self-starter & ability to execute high velocity closures
- Zero to 5 years of experience into telesales
- Open to work in rotational weekly-off culture - 6 days working including Saturdays
- Open to work any shifts (early morning, late afternoon, nights)
- Inherent ability to have engaging conversations
- Graduate in any stream

Good to Have Skills :

- Edu-Tech student counselling background will be a plus
- Comfort & knowledge of Microsoft Office (for data management)
- More than 3 years of proper edtech sales experience



Some more good to know information for you

- Job Location : CollegeDekho Gurugram, Bengaluru, Jaipur or Kolkata
- Work From Office
- Reporting to a Team Leader
- Handling core sales calls (Outbound & Inbound)
- Working on both cold & warm leads
- Pitching & selling courses/colleges/programmes to the potential learners