

Saraswati Online.Com has the following openings currently -

(1) Marketing Executives - Kolkata, Burdwan, Asansol, (8-10 Openings)

Role and Responsibilities

Ø Cold calling

Ø F2F Client interaction

Ø Market research & analysis

Ø Student Admission

Ø Market penetration

Ø School Visits

Ø Arranging Seminars

Salary – Rs 10,000 /- Rs 17,000/- + Incentive & Conveyance

Accommodation to be provided to candidates placed outside Kolkata

Candidate Profile –

- We are looking for smart & dynamic individuals who are ready to prove their merit & grow with the organization.
- Graduate with good command over English & a flair of customer centric approach is required.
- 2 Wheeler is Mandatory

(2) Tele Counsellor – Kolkata (Sonarpur) – 4 – 6 Openings

Job Profile for Tele Counsellor –

Responsible for entire student admission cycle: Lead Generation, Prospecting, Follow-ups & Counselling,.

Attending Inbound Calls and Making outbound calls.

Need to provide information to students about all the courses provided by institute and to convince them.

Handling of day to day telephonic and Walk-in inquiries of an institute.

Responsible for coordinating the admission process from different sources.

Managing the MIS Report on day to day basis & sending daily performance report of the team to the immediate superior

Qualifications and Education Requirements

Ø Graduation / Master's degree – Any specialization

Salary – Rs 8,000 /- Rs 11,000/- + Incentive & Conveyance

Accommodation to be provided to candidates placed outside Kolkata

Candidate Profile –

- We are looking for smart & dynamic individuals who are ready to prove their merit & grow with the organization.
- Graduate with good command over English & a flair of customer centric approach is required.

(3) Overseas Academic Coordinator (Female candidates only) – 2 openings

Location: China

Level/Salary Range: 3-3.5 lacs per annum + overseas allowance + free accommodation

Position Type: Full Time (3 years contract period)

Role and Responsibilities

- To ensure preparation of the academic module.
- Class allotment for all the faculties.
- Review mechanism for the faculty & students' academic performance.
- Yearly budget planning.
- Organizing training for the faculties.
- Life cycle management of the examination model.

Qualifications and Education Requirements

Ø Graduation / Master's degree

Preferred Skills

Ø Should be well conversant working with Microsoft Word, Excel & Power Point formats.

Ø Must be fluent in English & Hindi and fluency in any other additional language is an added advantage

Ø Holding a valid passport is mandatory

Do request your students to visit our website www.saraswationline.com to know about our organization, prior to the interview.

This rare opportunity can be availed by your present as well as the alumni students as many of them may be interested to pursue a career in this field.

It is proposed to conduct the process of recruitment of suitable candidates at the earliest. We aim to compensate the deserving candidates comparable with the best in the industry as we are determinedly focused not to compromise on the quality of manpower intake since the selected ones would have a long road of achievements ahead.

For registration click the following link:

<https://docs.google.com/forms/d/1W631WBH8oaCxsOHyWjtaXP0q91CQuEYAnEikUI57yRU/edit>