

Administrative Staff College of India
DrKakarla Subbarao Centre for Health Care Management
Post Graduate Diploma in Management (Hospital Management)

Administrative Staff College of India under the Dr Kakarla Subbarao Centre for Health Care Management runs a full time Post Graduate Diploma in Management (Hospital Management) (PGDHM) for the last nineteen years.

Applications are invited for the following position:

Student Counselor, PGDM (Hospital Management)

Qualification :

Essential Qualification: Any Graduate from reputed institutions

Desirable Qualification: Post-Graduate Degree / Diploma in Management with specialization in Marketing

Roles & Responsibilities :

- Drive the Lead generation process by nurturing and engaging the leads for Program ;
- To follow up and help in the conversion of leads to admissions ;
- To support the leads with all information on program and admission process ;
- To maintain regular follow-up with leads through phone calls, emails, and other communication channels to nurture their interest and address any further inquiries ;
- To update and maintain accurate records of interactions and communications with leads ;
- Preparing and maintaining the details of the students' data and taking regular follow up for the admission ;
- Responsible for achieving 100% targets assigned by the Program Director and Admissions Officer ;
- Will work under the overall guidance of the Dean of Training Programs & Director, Dr Kakarla Subbarao Centre for Health Care Management and Admissions Officer, PGDM (Hospital Management).
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Knowledge, Skills, and Abilities :

- Strong communication skills (Persuasive - Convincing Influencer)
- Two to Three Years experience in tele-calling/ counseling or direct sales in education industry.
- Strong interest in talking to people about career, programs, jobs and being able to convince.

Age :Minimum 30 years

Remuneration: Consolidated salary of Rs 30000 -35000 as per experience

JobLocation: Hyderabad,Telangana

Deadline for Applying: The last date for receipt of applications is 22nd December 2024

Interested candidates can send as soft copy their applications attaching detailed resume, expected salary, previous salary details and names and contact details of three references in the format below :

For apply:

- [Click here \(for application format\)](#)

The Director

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