

SRM

Salary- 10K - 15K + Target completion bonus + Incentives

Job purpose

- To make calls on provided data and give accurate information to customers/students. Convince them about our services and ensure Target completion. Guide and convince potential Students and parents to take up our services . Assist students in delivering the services.

Job description

- SRM would be responsible for calling students and their parents , ensure they walkin to our center for free guidance session. Also need to ensure conversion of students by convincing them via showing the benefits of studying abroad
- To call prospective candidates and explain services
- Generate leads over the phone
- Maintain complete database and reports
- Assist in service rendering process

Job skills

- Should have good communication skills both written and verbal
- Should have good convincing power
- Good typing speed
- In depth knowledge of internet and other search engines
- Research analytical skills

Working conditions

- SRM should not be engaged in unnecessary conversation while sitting on the board.
- The SRM should be extremely courteous towards potential students and all people calling to.
- Accuracy is very essential to connect to the correct numbers.
- Speed of at least 40 - 50 calls on a daily basis.
- Operator should have the speed in connecting the calls hence he/she will not be late in attending the calls.

Direct report

Sr Counsellor , Sales manager , COO

Approved by	Kanav Sachdeva
Date approved	
Reviewed	