



Concerning the above subject, kindly line up the candidates for **IGID-Ahmedabad** for the following positions **top priority** on 01.04.2024

**1. Senior Marketing Officer: 2 Positions(Male / Female Candidates),**

**Experience: 1 to 3 Years of BFSI or preferably from the education sector.**

**Salary: Up to 3.6 LPA**

**2. Assistant Branch Head: 1 Position ( Male / Female Candidates )**

**Experience: Min 5 Year BFSI or preferably from the education sector.**

**Salary: Up to 4.2 LPA**

**3. Counselor: 1 Position (Female Candidates Only)**

**Experience: Min 1 Year preferably from the education sector.**

**Salary: Up to 3.6 LPA**

**Job Description: Assistant Branch Manager:-**

To promote the full-time courses of the University. The Assistant Branch Manager typically contacts prospective students and counsels them about the educational programs offered by the University. He should be able to manage a team of Executives, train them, motivate them, and should be able to achieve the target assigned. He should be able to manage the day-to-day operation of the Branch independently.

**Qualifications:**

- A) Graduation/Post Graduation in any discipline.
- B) Local knowledge.
- C) Good verbal skills in vernacular and English,
- D) Own conveyance

**Age Limit:** Max 40 years

**Experience:** 5 to 10 years in sales or marketing.

Preferably from the education sector.

**Other Points:** In addition to the points mentioned in the job description,

The consultant should look for the following qualities in the candidate:

1. High energy levels,
2. Hardworking nature; task vs time orientation,
- 3) Career focus,
- 4) Seriousness for the job on offer,
- 5) Honesty and integrity.

**Job Description: Sr.Marketing Officer**

\*Responsible for achieving student enrollment targets in the assigned centers.

\* Establish relationships with schools and educational institutions.

\* Conducting seminars / Presentations to schools / students.

\* Visiting Schools colleges & institutes for presentations

\* Follow-up(S) Counselling Students and Parents.

\* Generating Admissions.

**Job Description: Counselor**

- \*Counsel students on various programs offered by ICFAI University.
- \*Counseling Students and parents about our courses
- \*Clarifying the doubts of students and parents
- \*Responsible to handle inbound and outbound calls, cold calling, and timely follow-ups
- \*Calling Leads and giving them information about programs offered by ICFAI University and generating walk ins
- \*Managing fee structure programs
- \*Generating references from students
- \*Follow-ups and closing the inquiries into admissions
- \*Should have good communication skills, powerful convincing skills
- \*Should be active, capable to take initiative and target-oriented

The interviews will be conducted at **IGID-Ahmedabad** from **Time:10:00 AM to 5:00 PM**, the Address of the **Ahmedabad** Branch is given below.

**Apply on [www.trenet.in](http://www.trenet.in)**