

Recruitment for Admissions Counsellor at Badruka School of Management

About Badruka School of Management (BSM):

BSM envisions itself as a premier Business School in Hyderabad, powered by a spirit of entrepreneurship and excellence. We offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. Our curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. Our modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for the job market.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	Admissions Counsellor
Location	Work from Home
Reporting to	Manager (Admissions & Outreach)
Job Responsibilities*	<ul style="list-style-type: none"> Assisting in managing the student pipeline and streamlining the admissions process, from application review to telephonic and panel interviews Coordinating and scheduling application reviews, telephonic interviews, and panel interviews with prospective students and the admissions team Communicating effectively with applicants regarding the status of their applications, interview schedules, and any necessary updates Maintaining accurate and up-to-date records of applicant progress and interview outcomes in the admissions database Make outbound calls to prospective students who have shown interest in our program Clearly and effectively communicate the details and benefits of our program to prospective students Persuasively motivate leads to complete their application process Explain the application requirements, deadlines, and any necessary supporting documents Document call outcomes and relevant information such as notes, follow-up dates, and any additional details
Preferred Qualifications & Experience	<ul style="list-style-type: none"> Bachelor's with preferable experience working as an Admissions Counsellor/ Admissions Consultant

Campus Address: Badruka School of Management, Dabilpur Village, Medchal Mandal,
Medchal-Malkajgiri District, Telangana - 501 401

Head Office: Station Road, Kachiguda, Hyderabad - 500 027

Email: bsm@badruka.com



	<ul style="list-style-type: none">• Proficiency in MS Office• Excellent communication skills with a confident and persuasive phone manner• Ability to build rapport quickly and establish a connection with leads• Basic computer skills and proficiency in using CRM systems or other relevant software
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Remuneration

Will be competitive with Indian non-profit pay scales and will depend upon the candidate’s experience levels and the overall salary structure of BSM.

Application Submission Process

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

**Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*



BADRUKA
SCHOOL OF MANAGEMENT
Inspire | Ignite | Impact

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