



**we are**

**HIRING!**

# STUDENT COUNSELLOR

## The Job

- Handling queries of customers, prospective students and providing them with proper guidance.
- Handling student registration.
- Follow up with student queries received from the call center, social media, and other sources.
- Maintaining up - to- date information regarding class schedules and payments structures for all our programmes.
- Meeting Deadlines and targets set by the management.

## The Person

- A Diploma or Higher Diploma in Marketing or an equivalent qualification from a recognized Institute/University
- Fluent in English and high computer literacy.
- Should be self-motivated and demonstrate strong instincts in acquiring clients.
- Should be able to work on shift basis including weekends.

**ESOFT**

*Shaping Lives, Creating Futures.*

**Apply Now**

**[careers@esoft.lk](mailto:careers@esoft.lk)**