

Apply - <https://forms.gle/kbbxG7TtFRt5iMoX6>

Job - Higher Education Consulting

Qualification - UG / PG - Preferred BE/MBA - Fresh may also Apply

Salary - 2.4 L PA,

Mandatory Skills - Fluency in English, 10th/12th > 75%, Well Mannered

Contact Phone: +91 7517771658

Webpage: www.007thsense.com

Job Description:

Employer: 7th Sense Consulting Services

Location: Near Vashi Railway station, Navi Mumbai

Employment type: Full-Time

Designation: Assistant Manager (Operations and Business Development)

Gender: Male or Female

Job responsibilities include:

- Business development by in-person visits to educational institutions.
- Maintaining database of students and parents using MS Excel
- Setting up webinars, flyers, fixing appointments with educational authorities
- Record keeping of all the enquires and regular follow-up with the clients
- Website administrator (word press)
- Digital Marketing on social networking sites, Video Editor, Content writer and Developer.

Job qualifications:

- Bachelors or Masters in Business Administration/Engineering/ or any other field
- 1-2 years of experience is desired but not mandatory
- Basic knowledge of Microsoft Office tools such as Word, Excel, PowerPoint is mandatory
- Familiarity with flyer/poster making softwares such as Canva, etc.
- Familiarity with website development using Word press