

Sunstone | Job Description

Job Title	Counsellor
Job Location	Sunstone Head Office - Gurgaon

About Sunstone

Sunstone is a leading higher education service provider that works with academic institutions in up- skilling students for employability. Constituting the heart of Sunstone, the core team facilitates efficient multidisciplinary actions for the functioning of all teams while upholding the ethos of Sunstone.

From operations, academics, product, HR, and tech ideation to their seamless execution, they ensure one thing: doing what is right for the student. Sunstone’s training programs are industry-endorsed to enhance employability and are designed for hybrid delivery with an unparalleled focus on soft skills and personality development. Sunstone’s primary focus is to provide students with a holistic educational experience.

What day-to-day RESPONSIBILITIES Of someone in THIS ROLE involve!

- Should have rich experience of inside sales and driving admissions in higher education space.
- Convert student (enquiry / leads) into admission.
- Counsel students and apprising them with program features, pedagogy, curriculum.
- Clarify and handle questions pertaining to course, program selection and career planning.
- Having discussions with parents/other counsellors and clarifying their doubts
- Actively tracking and following up on potential leads.



Desired Skills & Experience

- Excellent communication skills, fluent in both English and Hindi
- Must be a self-starter and should be able to work with minimum guidance.
- Right attitude to work in a start-up environment.
- Experience of working with an education company is preferred.

Corporate office

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