



SHREE CHANAKYA EDUCATION SOCIETY'S INDIRA GROUP OF INSTITUTES

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Applications are invited for the following positions

1. Admission Counsellor

Educational Qualification: Bachelor's / Master's degree in any discipline.

No. of Vacancies : 15

Experience : Candidates having min 2 years of experience will be preferred.

Age : 25–40 year

Essential Criterion : Excellent English communication (verbal & written)

Key Responsibilities :

- Guide students and parents through the admission process.
- Counsel on program options, eligibility, fees, and scholarships.
- Support students in completing applications with accuracy.
- Build relationships with schools, colleges, and educational partners.
- Participate in outreach activities and prepare periodic reports on admissions.

2. Executive Assistant for leaders from top management

Educational Qualification: Bachelor's / Master's degree in any discipline.

Experience : 5 + years of experience working with senior executives, exceptional organizational and communication skills.

Key Responsibilities :

- The role involves managing schedules, coordinating meetings, handling communications, and assisting with various projects/ assignments.

**Walk in with an appointment at the contact number mentioned below
or email your CV to careers@indiraedu.com within 10 days.**

Contact – 020- 66168262 / 7020001667 / 7709051927