

## Job Description

**Job Title** : Jr. Associate / Associate (Information Centre) **Job Location** : Patiala/ Derabassi

**Position Reports** : Deputy Registrar - Academics

### Main Purpose

The primary focus is to handling student/parent's queries related to admissions.

Qualification	Graduation in any discipline from a recognized institute/university with atleast 60% marks. Candidates having graduation in Computers will be preferred.
Experience	Experience with any educational institute or call center will be preferred. However, freshers can also apply.
Competency	<ul style="list-style-type: none"><li>• Strong communication skills.</li><li>• Good Computer skills</li><li>• High level of professionalism</li><li>• Ability to multi-task in a busy work environment.</li><li>• Ability to take direction well and work with minimal supervision.</li></ul>

### Specific Accountability & Job Responsibility

- Handling admission enquiries including making/receiving phone calls, walk-ins, emails etc. and take appropriate action for each enquiry.
- To assist students/parents with admission process.
- To communicate effectively with students, visitors, parents and other employees of the Institute.
- Maintaining database by entering and verifying information.

### Compensation:

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively 15<sup>th</sup> March 2023. **Kindly mention the position in subject of email while applying.**