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.

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<tr>
<th>Qualification</th>
<th>Graduation in any discipline from a recognized institute/university with atleast 60% marks. Candidates having graduation in Computers will be preferred.</th>
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<tr>
<td>Experience</td>
<td>Experience with any educational institute or call center will be preferred. However, freshers can also apply.</td>
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| Competency    | • Strong communication skills.  
                • Good Computer skills  
                • High level of professionalism  
                • Ability to multi-task in a busy work environment.  
                • Ability to take direction well and work with minimal supervision. |

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 15th March 2023. Kindly mention the position in subject of email while applying.