Job Title:	Admission Officer	**Division / Department:**	Aakash Digital
Reports To:	Team Lead - Field Sales	**Work Location:**	Hybrid / Office
Desired Experience:	Freshers / NA	**Weekly Off:**	Monday

About Us

Aakash Educational Services Ltd. ("AESL") is one of India's most trusted names in test preparation, renowned for providing students with a competitive edge through both classroom and digital learning experiences. We offer preparation for major entrance exams like NEET, JEE (Main & Advanced), school/board examinations, Scholarship exams, and Olympiads.

Our approach centers around each student's unique learning needs, with highly qualified and passionate instructors dedicated to helping students realize their dreams. Employees at AESL work on the philosophy of 'Student First' and put in great efforts to offer best-in-class educational services to our students and parents.

AESL is committed to expanding its reach and impact across India. Our goal is to provide accessible, high-quality education nationwide, including areas where establishing physical classrooms is challenging. We are a certified Great Place to Work, accolated consecutively for the last four times.

AESL (Aakash) Advantage

As a leader in competitive exam preparation, Aakash offers a work environment where passionate individuals can make a meaningful difference:

- **Nationwide Presence and Growth Opportunities:** With over 300 branches across India, AESL offers employees ample opportunities to grow with a leading educational brand.
- **Dynamic, Student-Centric Culture:** Over 10,000+ employees work alongside expert faculty members who are devoted to mentoring and guiding students.
- **Cutting-Edge Technology:** Aakash's 100% digitized classrooms and hybrid learning models blend traditional and digital learning methods, positioning employees at the forefront of edtech.
- **Impactful Results:** Aakash's legacy is proven by results, with over 1,15,000 NEET and JEE qualifiers in a single year alone (including 8 AIR 1 ranks in NEET and 50+ in top JEE ranks).

Key Responsibilities

- **Lead Engagement and Management:** Proactively call assigned CRM leads; maintain accurate and updated interaction records.
- **Daily Call Targets:** Ensure a minimum of 180+ dialled calls and 40+ connected calls daily. Follow up with prospects and existing clients.
- **Appointment Setting:** Book at least 5 home visits or VC demos per day.
- **Conversion & Follow-up:** Ensure a minimum of 8 unique home visits or VCs are conducted weekly and submit outcome feedback to the manager.
- **Weekly Objectives & Targets:** Fulfill weekly objectives to reach 100% completion of monthly targets.
- **Compliance:** Comply with company policies and industry regulations.

Internship & Remuneration Details

- **Internship Period:** Selected candidates will undergo a 3-month internship program to gain hands-on experience and training.
- **Stipend:** During the 3-month internship period, a monthly stipend ranging from ■**15,000 to** ■**18,000** will be provided.
- **Full-Time Offer:** Upon successful completion and performance evaluation, a full-time remuneration package of up to **5 LPA** will be finalized and offered.

Key Requirements

- **Education:** Pursuing B.Tech (Final Year) or holding a Bachelor's degree in Business Administration, Marketing, MBA, or Graduation.
- **Experience:** Proven experience in business development, sales, or a related role is an advantage.
- **Skills:** Strong communication, negotiation, and interpersonal skills.
- **Work Ethic & Drive:** Ability to work independently and in a team; results-oriented mindset.