Srinath University
अध्ययन • अनुशासन • अनुग्रहण

JOB DESCRIPTION

jaro education™
ISO 9001:2008 Certified

Organization:	**JARO EDUCATION**
Job Title:	**Management Trainee**
CTC:	**14.56LPA**
Location:	**Mumbai**
Departments Eligibility:	**Management**
Course Eligibility	**BBA,BCOM,MBA**
Student Gender Preference:	**All**

General Job Description

- Connect with prospective learners through calls and virtual meetings to understand their career goals and requirements.
- Conduct personalized counselling sessions and recommend suitable programs.
- Generate and follow up on leads to support enrolment and business targets.
- Build and maintain strong relationships with prospective learners.
- Update candidate information, interactions, and follow-ups in CRM systems.
- Stay updated on higher education trends, industry developments, and emerging technologies.
- Maintain professionalism, transparency, and ethical practices throughout the counselling process.

Preferred Skills

- Excellent verbal and written communication skills.
- Strong counselling, presentation, and interpersonal skills.
- Good convincing, negotiation, and relationship-management abilities.
- Strong follow-up and lead-conversion skills.
- Customer-focused and target-oriented approach.
- Basic knowledge of CRM tools and MS Office/Excel.
- Good active-listening and problem-solving skills.
- Self-motivated, confident, and willing to learn.
- Ability to work in a fast-paced, target-driven environment.

Eligibility

MANAGEMENT
Specialization **- BBA,BCOM,MBA**
Fresher
Technical knowledge, good communication, teamwork, and problem-solving skills

Job Reviewed by: Senior Director, Training & Placement
Job Approved by: Senior Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

Date:-05.06.2026