



**GG STAFFING SOLUTION & CONSULTING PVT. LTD.**

**WE LOOK BEYOND THE PRESENT TO DELIVER FUTURE VALUE.**

**Job Title: Course Counselor**

**Company: GGSS GROUP**

**Location: Delhi, Rohini**

**Job Type: Full Time**

**Job Overview:**

We are seeking an enthusiastic and experienced **Course Counselor** to join our team at **GGSS GROUP**. The ideal candidate will play a key role in guiding students and professionals toward suitable courses, ensuring their educational and career goals are aligned.

**Key Responsibilities:**

**Student Guidance:**

Counsel students and professionals on suitable courses based on their career aspirations and educational backgrounds.  
Provide information on available courses, admission requirements, and career prospects.

**Admission Assistance:**

Assist students in the admission process, including filling out applications and preparing necessary documents.  
Keep updated on admission requirements for various institutions and courses.

**Educational Counseling:**

Conduct one-on-one counseling sessions to understand individual goals and tailor course recommendations accordingly.  
Provide insights into different educational paths and fields of study.

**Follow-Up:**

Follow up with prospective students to address any concerns, provide additional information, and support them throughout the decision-making process.  
Maintain records of student interactions and outcomes.

## **Collaboration:**

Collaborate with educational institutions and faculty to stay informed about course offerings, updates, and changes.

Attend relevant workshops or conferences to enhance counseling skills.

## **Qualifications:**

Bachelor's degree in Education, Counseling, or a related field.

Proven experience as a Course Counselor or in a similar role.

Excellent communication and interpersonal skills.

Familiarity with educational systems and admission processes.

Ability to empathize and understand individual needs.

## **What We Offer:**

Competitive salary with performance-based incentives.

Comprehensive benefits package.

Opportunities for professional growth and development.

A supportive and collaborative work environment.

## **Entry-Level 0 to 2 Years of Experience:**

**Slab 1: ₹200,000 - ₹400,000 per year**

## **Entry-Level 2 to 5 Years of Experience:**

**Slab 1: ₹400,000 - ₹650,000 per year**

## **How to Apply:**


If you are passionate about helping individuals make informed decisions about their education and have a proven track record in course counseling, we invite you to apply by sending your resume and a cover letter to [info@ggssgroup.com](mailto:info@ggssgroup.com). And also WhatsApp on **7678147128** please include "Course Counselor Application" in the subject line

 **B2-272, SECTOR-6, ROHINI, DELHI-110085**

**CIN NO. 93000DL2015PTC289007**

 **www.ggssgroup.com**

**GST No. 07AHUPG0825A1Z0**

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