

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT
PLACEMENT OPPORTUNITY @ ECC HIVE

NOTICE NO.: AJU/T&P/UG /0099/22-23

DATE: 21/07/2023

NAME OF COMPANY: ECC Hive

Registrations will close on 23rd July 2023 @ 11:59 pm

COMPANY PROFILE:

Education Consultants Canada (ECC) Inc. caters to an umbrella of study Programs from College Certificate, Diploma, Bachelor's degree, Post-graduate Certificate to Masters. Since 2007, they are specialized in providing strategic consulting including education plans development for higher education abroad. Working with institutions in Canada, the USA, the UK, Australia, New Zealand, Singapore, ECC helps to guide others on an academic journey towards a successful career path.

WEBSITE LINK: www.ecchive.com

NAME OF THE POSITION VACANT: Client Support Associate

JOB ROLE & RESPONSIBILITIES:

- Calling prospective students, answering questions related to admissions and programs and processing student applications ensuring admission requirements are met.
- Listening, recognizing and considering the needs of prospective students In order to provide them with educational solutions.
- Identify options for students to satisfy specific program requirements, evaluate and make recommendations in planning a program consistent with their strengths and goals.
- Timely follow up on the application, tuition fee payment and visa status.
- Respond to questions from students and partners regarding student applications, registrations, or general questions in a timely fashion.
- Answer emails, phone calls and direct student inquiries in a timely Fashion.
- Effectively managing data, following policy with regard to data collection and follow up on lead management systems.
- Participating in all relevant marketing activities or recruiting events.

ELIGIBILITY: BBA & B.COM

REMUNERATION OFFERED: CTC INR 1.80 LPA

ANY BOND / SECURITY DEPOSIT: 01 Month Notice Period

JOB LOCATION: Adityapur, Jamshedpur

GENDER: MALE

SELECTION PROCESS: 3 Rounds of Interview (Manager Round- In-person / HR & Senior Manager Round - VC)

PROCESS OF REGISTRATION:

01. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/1mdUUbqXy6ZCidzZA>

02. Students registered with the T&P Department for placements are only eligible.

03. Please note that it is mandatory to submit the above form to nominate successfully.

04. The form can be submitted only once, thus please be cautious while filling up the form.

05. The Resume File name must be the student's own name.

06. Registrations will close on 23rd July 2023 @ 11:59 pm

07. One student can Register only once, thus be cautious while registering.

08. Please Note: The Registration process will automatically turn off after the provided deadline.

09. You are advised to read & understand the disclaimer below before applying for this opportunity.

10. For queries you may WhatsApp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

Sd/-



HEAD – TRAINING & PLACEMENT

Disclaimer: The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.

