

<b>Post Name</b>	Telecaller
<b>Introduction</b>	GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.
<b>Roles &amp; Responsibilities</b>	<p>The recruit shall be responsible for:-</p> <ul style="list-style-type: none"> <li>• To handle Inbound and Outbound calls, follow up on Enquiry and database</li> <li>• Understand student requirement and guide the student to the right program fitting his / her requirement</li> <li>• Explaining eligibility criteria, admission procedures, course structure, course details</li> <li>• Co ordinate with Admission Officer for enrolling students for courses offered by the GSFC University.</li> <li>• Enter and update student information in database</li> <li>• To perform miscellaneous job-related duties as assigned</li> </ul>
<b>Qualification</b>	Any Graduate
<b>Experience</b>	Minimum 1 year experience in relevant field (Freshers with good Communication Skill can also apply)
<b>Reporting</b>	Sr. Manager, Admissions
<b>Remuneration</b>	Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Medclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	Personal Interview of the short listed candidates will be conducted by the committee members.
<b>Tenure of Appointment</b>	The shortlisted candidate shall be given a regular appointment of 1 year. Initially, he/she will be on a probation/observation period of 3 months. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.
<b>Location</b>	Vadodara, Gujarat.

