



MATS
UNIVERSITY
RECOGNISED BY UGC | MEMBER OF AIU

APPOINTMENT
for non-academic positions

NON-ACADEMIC POSITIONS

1. COUNSELOR

ROLES & RESPONSIBILITIES

- Calling prospective students and convincing them for taking admission.
- Providing information to students enquiring about their respective course.
- Candidate should have following skill sets to match with the profile
- Excellent communication and convincing skills.
- Good knowledge of computers and the internet.
- Result and target oriented approach
- Candidates should be able to make follow up calls.
- Any other responsibilities given at that particular time.

2. FRONT DESK EXECUTIVE

ROLES & RESPONSIBILITIES

- Front desk management
- Parcel management
- Self driven professional possessing excellent customer service attributes.
- Excellent communication and good knowledge of computers
- Any other responsibilities given at that particular time
- Parcel management

Education

Any Graduate/ Post Graduate in Any Specialization

Contact to HR

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