

## Enrollment Specialist

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Company: Eny Consulting Inc

Location: Nigeria

Category: office-and-administrative-support

Eny Consulting is a boutique business and technology consulting firm. We specialize in helping professionals and businesses increase their income and revenue through the implementation and utilization of business analysis. We offer certification courses, coaching and training for professionals looking to transition into the tech space through our business analysis school. We are looking for a responsible, organized and experienced enrollment specialist to advise and guide potential students in the enrollment process. You will be responsible for answering any questions potential students may have, determining which of our course offerings best suit the student's needs, and guiding them through the course enrollment process, which includes making the payment for the course. To be a successful enrollment specialist, you should be able to determine the eligibility of the inquiring students, make recommendations, and keep meticulous records. You will need to have previous sales experience, be an excellent communicator, and be highly organized.

**Responsibilities:** Handling questions, providing detailed information on course offerings and the enrollment process  
Providing guidance and course recommendations to prospective students  
Corresponding with applicants and prospective students via email or phone communication  
Assisting students with payment for courses recommended to them

**Requirement:** 2-3 years of sales experience  
Customer service experience is beneficial  
Excellent communication skills, both written and verbal  
Strong organizational and time management skills  
High level of accuracy and attention to detail  
Ability to multitask and prioritize  
Strong computer skills

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