



Learning Consultant (Sales)

- Communication via telephone with potential students
- Meetings with potential students interested in enrollment
- Providing information on training requirements and possibilities
- Entering and monitoring data in the information system
- Monitoring ITA office email accounts, replying to emails from current and potential students
- Creating contracts and preparing enrollment documents for clients
- Monitoring students until the date of payment for the first installment
- Communication with candidates from the previous year regarding enrollment into the following school year, providing information regarding new discounts and campaigns
- Responding to specific students' requests, questions and negligence
- Recording selected departments, communicating with students who have not chosen a program
- Replying to emails and telephone calls from all students with regard to certification
- Other activities as instructed by the director

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