



Ref. No. WEI/234/24/07/25

## Job Vacancy Notification

Wizard Educational Institute, Nagaon, Assam



Date .24/07/2025....

### Open Positions:

#### 1. Academic & Operations Head

- **No. of Posts:** 01 (One)
- **Responsibilities:**
  - Oversee academic planning and daily operations
  - Coordinate faculty schedules and curriculum delivery
  - Ensure quality control in content, pedagogy, and student performance
  - Liaison with administration for smooth institutional functioning
- **Qualification & Experience:**
  - Graduate/Postgraduate in any discipline (preferably in Education/Administration)
  - Minimum 5 years of academic/operational experience, preferably in coaching or education sector
  - Strong leadership, communication, and organizational skills

#### 2. Social Media & SEO Specialist

- **No. of Posts:** 01 (One)
- **Responsibilities:**
  - Manage social media platforms (Facebook, Instagram, YouTube, etc.)
  - Design and implement digital marketing campaigns
  - Perform keyword research and optimize content for SEO
  - Monitor analytics and report on engagement and reach
- **Qualification & Experience:**
  - Graduate in Marketing, Mass Communication, or related field
  - 2-3 years of relevant experience in social media handling and SEO optimization
  - Proficiency in tools like Canva, Meta Business Suite, Google Analytics, SEMrush, etc.

#### 3. Student Counselor - Telecalling

- **No. of Posts:** 01 (One)
- **Responsibilities:**
  - Handle inbound and outbound calls to counsel prospective students

Geetashree Das.



OFFICE OF THE DIRECTOR

# WIZARD

Educational Institute

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B.M. Road

(Near Nagaon Circle Office)

Nagaon-782001 (Assam)

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Date 24/07/2025

- o Follow up with leads, explain course offerings, and convert inquiries
- o Maintain call logs and provide daily follow-up reports
- **Qualification & Experience:**
  - o Graduate in any discipline
  - o Good communication skills in Assamese, Hindi, and English
  - o Prior experience in telecalling or educational counseling preferred

## Pay / Stipend:

To be discussed during the interview, based on experience and skillset.

## Age Limit:

No specific age limit. Preference will be given to candidates with relevant experience in the education or civil services coaching sector.

## Last Date to Apply:

31st August 2025

## How to Apply:

Send your updated resume to:  
wizardeducationalinstitute@gmail.com  
Contact: 9395004636

## About Us:

Wizard Educational Institute, located in Nagaon, Assam, is a premier coaching center dedicated to preparing students for APSC, SSC Banking and other competitive exams. With experienced faculty, a rigorous academic environment, and personalized mentoring, Wizard empowers aspirants from the Northeast to achieve excellence in civil services.

Greetashree Das.