



Admission Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 8, 2018
- **Deadline:** Nov. 8, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Should have completed Bachelors Degree
 - Minimum 1 year of experience in related field
 - Should have active listening skills, good interpersonal skills, the ability to question, reflect and challenge attitudes and beliefs with genuine interest in providing support
 - Attractive personality
 - Should possess excellent interpersonal relationship, professional competence, leadership & professional dedication
 - Other important skills include good planning and motivational skills, problem-solving, organizational ability and re-orientation skills
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Job Description

- Dealing with applications and prospective students and parents
 - Well- developed interpersonal and presentation skills
 - Excellent oral and written communication skills
 - Providing information properly and on time follow up
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Applying Procedure

Apply Link : <https://merojob.com/admission-officer-14/>

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