



## Admission Officer

- **Vacancy for:** 2
- **Posted on:** Feb. 11, 2018
- **Deadline:** Feb. 24, 2018, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

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

### Other Specification

- Minimum 1 years of experience in admission department
  - Able to use various computer applications such as Word, Excel, Internet, Email etc
  - Good experience or at least a working knowledge of education system, student admission and visa documentation for various country; specially for Australia
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### Job Description

- Dedicated for good communication and support to students parents for admission
- Deal with foreign universities/colleges for admission process of our students
- Should be able to communicate and support students and parents for admission
- Recruit and communicate with new students from a variety of venues
- Meet with students, answers questions about the college or university, and evaluate potential applicants
- Schedule and conduct interviews and campus tours

### Applying Procedure:

Interested and eligible candidates are requested to forward their updated resume to [namita.sth@kiec.edu.np](mailto:namita.sth@kiec.edu.np)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/admission-officer-8/>

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