



Assistant Counselor

- **Vacancy for:** 1
- **Posted on:** Oct. 7, 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

- Must have completed Bachelor's Degree
 - Should have 1 year of work experience in relevant field
 - Experienced counselor with wide-ranging knowledge of international education
 - Working knowledge of education system and visa documentation for New Zealand and Australia
 - Ability to communicate in English effectively both orally and in writing
 - Excellent interpersonal skills
 - Competent in using various computer application
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Job Description

- Maintains thorough documentation requirements in a timely manner
 - Demonstrates skills and understanding in providing structure
 - Ability to answer the telephone and communicate in a professional manner
 - Provides support in activities of daily living as appropriate
 - Completes daily progress note
 - Ability to report to work as scheduled, in a timely fashion and will an attitude oriented toward service
 - Presents in a professional manner in the community, in person, on telephone and in written communication including times of extreme stress and when others are upset
 - Works cooperatively in the work environment and takes direction from management with dignity, respect and in a productive, professional manner
 - Works cordially with others in a team setting
 - Ability to give genuine and accurate information based on student profile
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Applying Procedure

Apply Link : <https://merojob.com/assistant-counselor-5/>

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