



Coordinators cum Counselors

- **Vacancy for:** 4
- **Posted on:** Oct. 12, 2018
- **Deadline:** Nov. 12, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Teaching / Education
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 15,000.00 - 22,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Job Description

This is a managerial position. We need the individuals to do the counseling and co - ordination activities for different departments. 4 successful candidates will see different 4 departments (1- overall office, 2 - Study in Australia & New Zealand, 3 - Study in Japan and 4 - Management Trainings) as per their qualification, experience, interest and technical skills.

- Exploring the possible market for the respective department
- Devising the necessary programs and preparing the selling mechanism
- Taking the responsibility of the department as a leader
- Delegating the necessary tasks to the sub-ordinates
- Providing right counseling to the students about the right destination, course, financial requirement, career prospects etc.
- Involve in follow-up activities and documentation in accordance with the legal framework set by the concerned department
- Establish and maintain productive relationship with education providers abroad and at home
- Organize seminars and information sessions regularly
- Guide the students for preparation of required documents
- Play the principal role in revenue generation process of the respective department

Special Requirements

- Punctual, hard-working, dedicated and learning attitude
- Accountable for the duty and responsibility he / she shoulders
- Willingness to use IT (Social Media) for professional purpose
- Excellent knowledge of Microsoft Office specially Word and Excel
- Excellent at English as well as Nepali Language including typing
- Having no grudges for shift of role he / she might require to play
- If there is a deadline he / she must not have grudges to work overtime or on Saturdays
- At least 2 years commitment for consistent work (possibility of promotion depending on performance)
- Supportive and willing to work in right co-ordination with the team

Facilities & Benefits

- Apart from monthly salary good amount of incentive will be given as per the result
- Necessary national and international Skill Trainings will be provided
- We have a provision of PF for the continuous service after one year
- We have a provision of providing Health Insurance Facility for the continuous service after one year
- Depending on his / her contribution for the growth of the company she will have a chance of international trips

Note: Age 24 +

Applying Procedure:

Interested and eligible candidates are requested to forward their updated CV with cover letter at placement@nimenepal.com or admin@nimenepal.com

Phone : 01 - 4010662 / 4010663, Cell - 9851018474

OR,

Applying Procedure

Apply Link : <https://merojob.com/coordinators-cum-counselors/>

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