



Counselor (Female)

- **Vacancy for:** 1
- **Posted on:** Jan. 24, 2018
- **Deadline:** May 25, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education > Counseling
Job Level : Senior Level
Employment Type : Full Time
Job Location : Putalisadak, Kathmandu, Nepal
Offered Salary : NRs. 12,000.00 - 15,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 1 year
Professional Skill Required : English Fluency, Research Based, Basic Computer

Other Specification

- Should be smart in client handling
- Should be dedicated in work given
- Should be experienced in the Educational Consultancy field
- Should have smart personality
- Fluency in English (Writing & Speaking)
- Computer knowledge: Ms Word, Excel, Outlook Email, Internet must
- Good communication skills and convincing capacity
- Good Looking, smart, energetic and enthusiastic
- Good knowledge in graphic design, Photoshop and related tools

NOTE:

- Prepared to work at 10:00 am to 5:00 pm in winter and 09:30 am to 05:30 pm in summer
 - Experience one will get more priority
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Job Description

- Provide counseling and information about study abroad programs to students, assist with courses and programs selection, and guide with visa documentation
 - Provide information with colleges, universities and courses details
 - Should maintain the sound relationship with the associated Universities/colleges, and make an effort for the agency authorization of college as per required
 - Guide and counsel students and parents for admission in overseas educational institutions
 - Assist students with visa applications including follow ups
 - Write business letters and proposals
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Applying Procedure

Apply Link : <https://merojob.com/counsellor-23/>

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