



Counsellor (Japan, Australia, USA)

- **Vacancy for:** 5
- **Posted on:** May 17, 2018
- **Deadline:** May 25, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Teaching / Education > Counseling
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 25,000 Monthly

Job Specification

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

Other Specification

- Ability to persuade and convince students and is committed to service excellence
- Fluency in English (written and spoken)
- Sound judgment and the ability to maintain confidentiality good computer skills: MS Excel, MS Word & Power Point
- Ability to build good relationship with the students as well as with the enquiry
- The ability to effectively promote market and 'sell' the service
- The ability to deal with customers and their queries and concerns with tact and sensitivity
- The ability to work as part of a team
- Well organized with strong time management skills

Job Description

- Achieving the admission and successful visa objectives of the branch and organization
- Counseling students and parents for further overseas studies (Undergraduate and Postgraduate)
- Co-ordinating with international partners through email and telephone
- Manage and assist all operational aspects to include sales, teaching, visa processing, customer service and administration in a manner that supports reaching the profitability goals and excellent service to the students
- Professionally advising students to choose the best course & universities coordinating with various Departments for Admissions
- Prioritizing the After Sales Services by following up and converting uncertain decisions of students to confident decisions by persuading and convincing them
- Consistently following up with the candidates

Applying Procedure

Apply Link : <https://merojob.com/counsellor-32/>

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