



Counsellor/ Counselling Unit Manager/Business Development Manager

- **Vacancy for:** 15
- **Posted on:** March 4, 2018
- **Deadline:** March 27, 2018, 11:55 p.m.

Job Location: Birtamod, Itahari, and Kathmandu

No. of Vacancies: 15

Academic Requirements:

- Master degree or above in Marketing or relevant degree

Required Skills:

- Excellent English language ability
- Excellent in using Microsoft office packages
- Must be Outspoken and have the positive attitude
- Outstanding presentation skill and outgoing personality
- Have or can make good relationship with Higher Secondary schools or university and their teachers

Required Experiences:

- Prior Counselling or working experience in consultancy or any other marketing experience will have an advantage

Other Requirements:

- Must be able to stay back until the day's work is done
- Women candidates are encouraged to apply

Assistant/Partner:

- The successful candidate will be able to recruit his/her own Marketing Manager cum Assistant

Future Growth:

- The successful candidate who achieves higher performance within the organization will be given charge of managing the office with around 20 staffs.

Staff Welfare Fund:

- All staffs will have access to Staff Welfare Fund under organizational rules and regulations

Roles and Responsibilities:

- Manage your own Marketing Manager
- Complete student's offer letter, COE, and Visa application
- Communicate with different clients to know about their needs, and help them to plan the best procedures to achieve their needs and requirements,
- Provide correct and updated information or advice to potential clients,
- Knowledge and experience of visa desirable,
- Preparation and lodgement of different visa applications,
- The complete job description will be provided upon selection.
- Guide students to prepare required documents
- Build up the client base
- Conduct seminars / presentation etc.

Conditions:

Starting Salary: Rs. 30,000 / Month

Festival Bonus: 1 Months Salary

Bonus: Performance-based bonus / Future Salary

- Candidate meeting our minimum performance requirement will receive approx additional Rs. 20,000 per month

- Candidates meeting our average performance requirement will receive approx additional Rs. 60,000/month
- Candidate meeting our expected performance requirement will receive approx Rs. 1,00,000 additional per month
- Candidate meeting higher performance requirement receive over Rs.150,000 per month

Applying Procedure

Apply Link : <https://merojob.com/counsellor-counselling-unit-managerbusiness-development-manager/>

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