



Counselor

- **Vacancy for:** 1
- **Posted on:** Dec. 11, 2017
- **Deadline:** Dec. 27, 2017, 11:55 p.m.

Basic Job Information

Job Category : Sales / Public Relations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Other
Experience Required : More than or equal to 1 year

Other Specification

- Educated to any degree level
 - Ability to persuade and convince students and committed to service excellence
 - Fluency in English(written & Spoken)
 - Sound judgment and ability to maintain confidentially good computer skills: MS excel, MS word, MS PowerPoint etc.
 - The ability to deal with queries and concerns with tact and sensitivity
 - Outspoken, friendly and Team Player
 - Well organized and strong time management skills
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Job Description

Job purpose:

This position will be responsible for achieving sales and admission targets by generating enquiries, through outreach activities, following up referrals, converting this into sales and admissions.

Job description:

- Counseling potential students and their parents for admission in the Sharda University
 - Manage the day to day operational activities of office
 - Online registration of new admissions and generation of their offer letters
 - Maintaining data bases of old, new and potential admissions
 - Reporting daily work reports to the Regional office manager
 - Convincing and persuading students to join Sharda University
 - Consistently following up with the potential candidates
 - Responsible for the Administrative work of the office
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Applying Procedure

Apply Link : <https://merojob.com/counselor-200/>

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