



## Counselor

- **Vacancy for:** 5
- **Posted on:** Jan. 26, 2018
- **Deadline:** Feb. 24, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Others > Documentation, Counseling
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Pokhara, Butwal, Biratnagar, Chitwan, Birgunj
Offered Salary	: NRs. 15,000.00 - 25,000.00 Monthly

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 1 year
Professional Skill Required	: Communication, Counseling, Persuasiveness

### Other Specification

- Minimum 1 years of experience in career counseling (Freshers may also apply)
  - Sound IT knowledge for email, web updates and necessary content writing towards the jobs description
  - Minimum Qualification bachelor degree with sound English fluency and writing
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### Job Description

- Provide personalized counseling to students and their stakeholders
- Provide guidance on overseas study applications
- Fill out institution / visa application forms
- Speak to students on Skype / Email / Facebook
- Answer Facebook inquiries to KIEC page
- Keep students updated with their application / changes in the application system
- Keep the online 'google drive' updated
- Call students in order to market KIEC activities
- Undertake student seminars
- Fill in for others when there is an absence

### Applying Procedure:

Interested and eligible candidates are requested to forward their updated resume to [namita.sth@kiec.edu.np](mailto:namita.sth@kiec.edu.np)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/counselor-210/>

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