



Counselor

- **Vacancy for:** 5
- **Posted on:** Aug. 5, 2018
- **Deadline:** Sept. 23, 2018, 11:50 p.m.

Basic Job Information

Job Category	: Sales / Public Relations > Counseling
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Buddhanagar, Kathmandu, Nepal Buddhanagar, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 20,000 - 30,000 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 2 years
Professional Skill Required	: Communication, Counseling, Sales, Marketing

Other Specification

- Nepalese graduates from Foreign Universities are highly preferred
 - Should be fluent in English both Speaking and Writing
 - Must have great Communication Skill
 - Should be a quick learner
 - Must be smart and Proactive
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Job Description

- Counseling the perspective clients in regards to our various programs
- Cooperate and collaborate with other professionals in enhancing the career and education of students
- Interprets and explains college and university policies and procedures; participates in preparation of orientations and present academic information to students and parents during counselling sessions
- Identify options for students to satisfy degree requirements; evaluate and make recommendations in the institution abroad for preferred program of study and assists students in completion of admission process
- Regular follow ups to ensure that the students process abroad for the company
- Achieve specified targets on time as agreed.
- Analyse progress; determine eligibility, necessity and resources to progress towards the target
- Evaluate transfer transcripts from other academic institutions for equivalencies and application to degree program.
- Coordinate with the Academic department to ensure the status of the currently enrolled students in various programs for the further process of counselling
- Develop relationship with the Universities, Institutes, both existing and new, to capitalize the mutual interest of recruitment and revenue
- Visit academic and other related institutions for promotional activities as and when required
- Record maintenance on the daily basis for timely reporting to the immediate supervisor

What we offer:

- An international working environment with a unique opportunity to learn from the industry experts.
- Attractive incentive package
- Rigorous training and exposure in team management, leadership, product and skill enhancement
- Travelling opportunities
- Benefits package: Lunch, Provident Fund, Gratuity, Accidental Insurance and Medical Insurance, Uniform etc.

Applying Procedure:

Interested candidate are requested to forward their Cover letter and updated CV at hr@alfabetaedu.com
Only shortlisted candidate will be contacted.

OR,

Applying Procedure

Apply Link : <https://merojob.com/counselor-248/>

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