



## Counselor (Australia) - Female

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 13, 2016, midnight

### Basic Job Information

Job Category : Marketing / Advertising / Customer Service  
Job Level : entry  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Proven leadership skills and excellent inter-personal skills with the ability to motivate staff/ students.
  - Excellent computer literacy.
  - Graduate with limited or no experience.
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### Job Description

- Counseling students on classes
- Giving full information about their interested countries documentation
- Should maintain a good relation with the customers who visit the office
- Reporting management on day to day working with efficiency
- Should be able to handle all the email queries from universities and Branch office
- Handle all the documents of Australia and forward to Universities/Colleges and Australian Branch
- At least one year of experience in education field of Australia or Australian return are preferred
- Willing to work for 2 years of time, Contract will be signed

**Time :-** 9:30 a.m to 5:30 pm

#### Facility :

- Commission on each student's visa
- Bonus on National Festivals

**Salary :** 15000/-

#### TO APPLY:

Interested and eligible candidates are requested to forward their updated CV along with cover letter and Passport size photos through Email:- [info@uniglobeedu.com.np](mailto:info@uniglobeedu.com.np)

**OR,**

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### Applying Procedure

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

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