



Counselor for AUS/ USA

- **Vacancy for:** 2
- **Posted on:** Jan. 14, 2018
- **Deadline:** Jan. 28, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education > Counseling
Job Level : Mid Level
Employment Type : Full Time
Job Location : New Baneshwor, Kathmandu
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Minimum 1 years of experience as counsellor in educational consultancy
 - Good Communication skills in English and Nepali
 - Able to work in a team to meet the certain deadlines under pressure
 - Proactive, result oriented and high convincing skills
 - Female candidates are strongly encouraged to apply
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Job Description

- Counseling the walk-in inquiries at the office
- Complete documentation, visa assistance, interview preparation and guidance to the students till visa execution
- Formulate new strategies, ideas and innovation for the promotion of business activities
- Able to write email and reporting to the Management
- Handling telephone calls

NOTE:

Salary and benefits, No bar for deserving candidates

Applying Procedure

Apply Link : <https://merojob.com/counselor-for-aus-usa/>

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