



Counselor (Male/Female)

- **Vacancy for:** 2
- **Posted on:** March 12, 2018
- **Deadline:** March 22, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education > Counseling
Job Level : Senior Level
Employment Type : Full Time
Job Location : Lazimpat, Lazimpat Road, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Bachelor
Experience Required : More than or equals to 3 years

Other Specification

- Excellent English language ability
- Excellent in using Microsoft office packages
- Must be Outspoken and have the positive attitude
- Outstanding presentation skill and outgoing personality
- Have or can make good relationship with Higher Secondary schools or university and their teachers

Required Experiences:

- 3-year Counselling/working experience in consultancy (Australia, New Zealand, USA, UK)

Other Requirements:

- Must be able to stay back until the day's work is done
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Job Description

- Complete student's offer letter, COE, and Visa application
- Communicate with different clients to know about their needs, and help them to plan the best procedures to achieve their needs and requirements,
- Provide correct and updated information or advice to potential clients,
- Knowledge and experience of visa desirable,
- Preparation and lodgement of different visa applications,
- The complete job description will be provided upon selection.
- Guide students to prepare required documents
- Build up the client base
- Conduct seminars / presentation etc.

Starting Salary: Rs. 20,000 / Month or above

TO APPLY:

Interested candidates are requested to submit their application Letter and a CV with recent photograph and contact for interview:

Email: info@dopoeducation.com

Lazimpat, Near Angan Sweets, Kathmandu

Contact number: 01-4002055

OR,

Applying Procedure

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

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