



## Counselor

- **Vacancy for:** 1
- **Posted on:** Oct. 3, 2018
- **Deadline:** Nov. 3, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Marketing / Advertising / Customer Service > Counseling  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required  
Professional Skill Required : Ms Office Skills, Communication

### Other Specification

- Should have minimum two years experience as a Counselor in Educational Consultancy
  - Should have good communication, strong interpersonal and corresponding skills to deal with people
  - Should have excellent english language (spoken and written/typing) skills
  - Should have excellent knowledge of E-mail, internet, MS Word, Photoshop /Page maker
  - Must be Quick learner, hardworking and pleasing personality
  - Must be dynamic, flexible, result oriented
  - Should have good managerial quality
  - Should have strong documentation knowledge of USA, Canada and Europe
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### Job Description

- Counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning
  - Corresponding with international colleges, Universities
  - Counseling students, proposing best options for their career
  - Assisting students in Documentation and processing
  - Co-coordinating with concern departments for quality services
  - Evaluate the progress of students and reinforce the sense of accomplishment
  - Complete assessments and tests, analyse results and provide feedback
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### Applying Procedure

Apply Link : <https://merojob.com/counselors-12/>

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