



Education Counselor

- **Vacancy for:** 1
- **Posted on:** Sept. 18, 2018
- **Deadline:** Sept. 27, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Fluent in English, written and Spoken
 - Highly interactive and excellent presentation and interpersonal skills
 - Positive attitude and high level of commitment towards job
 - Team Player with pleasant personality
 - Creative and appreciative behavior
 - Excellent computer Knowledge
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Job Description

- Be updated with the information related to various universities and colleges abroad
 - Be updated about the immigration matters
 - Provide adequate and accurate information to clients
 - Prepare and execute plans and ideas based on marketing activities
 - Attend meetings, workshops and conferences inside the country or abroad
 - Make weekly reports and give feed backs to the manager
 - Make sure the clients are satisfied by our services and follow up
 - Counsel students and make them feel comfortable
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Applying Procedure

Apply Link : <https://merojob.com/education-counselor-45/>

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