



## Education Counselor (Australia)

- **Vacancy for:** 1
- **Posted on:** May 29, 2018
- **Deadline:** June 10, 2018, 11:59 p.m.

### Basic Job Information

Job Category	: Teaching / Education
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: 5th Floor, Omkar Building, New Baneshwor, Kathmandu, Nepal
Offered Salary	: Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### Other Specification

- Should have completed bachelors degree
  - Should have minimum 1 year experience in Australia Study Visa Counseling
  - Good knowledge of Australia, Education Systems, Education Counseling, Admission processing, visa documentation and VISA submission process
  - Good communication and persuasive skills, must be fluent in written & spoken English
  - Proficient in handling Computer (Microsoft Office Package, internet and email)
  - Must be passionate in reading and researching information from the internet
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### Job Description

- Handle Education Counseling wing for Australia in a professional manner
  - Be updated with the information related to various universities and colleges from Australia
  - Be updated about the immigration policies that are applicable to international students
  - Provide accurate and sufficient information to students/ clients about Australia and its study and visa procedures
  - Prepare and execute plans and ideas based on marketing activities, increase sales and students satisfaction
  - Make weekly reports and regularly follow up clients and report to the line Manager/ concern authority
  - Attend meetings and workshops inside the country or abroad
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### Applying Procedure

Apply Link : <https://merojob.com/education-counselor-australia-3/>

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