Education Counselor (AUSTRALIA, USA & UK)

- **Vacancy for:** 2
- **Posted on:** July 20, 2018
- **Deadline:** July 29, 2018, 11:59 p.m.

Basic Job Information

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

Job Specification

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

Other Specification

- Minimum Bachelor degree passed
- Minimum 1 to 2 year experience in Australia, the US and the UK Study Visa Counseling
- Good knowledge of Australia, US and UK 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

Job Description

- Handle Education Counseling Wing for Australia, USA and UK in a professional manner
- Be updated with the information related to various universities and colleges abroad (Australia, USA & UK) and institutions represented by the company.
- Be updated about the immigration policies that are applicable to international students
- Provide accurate and sufficient information to students/ clients about Australia, USA and UK study and its 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

Applying Procedure:

Interested candidates can send their updated resume to **info@motif.com.np**

OR,

Applying Procedure

Apply Link : https://merojob.com/education-counselor-australia-usa-uk/

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