



Education Counselor (USA, Canada & UK)

- **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

Job Specification

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

Other Specification

- Minimum Bachelor degree passed
 - Minimum 1 year experience in the US, UK & Canada Study Visa Counseling
 - Good knowledge of US, UK and Canada, 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 USA, Canada and UK in a professional manner
 - Be updated with the information related to various universities and colleges abroad (USA, UK & Canada)
 - Be updated about the immigration policies that are applicable to international students
 - Provide accurate and sufficient information to students/ clients about USA, Canada 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
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Applying Procedure

Apply Link : <https://merojob.com/education-counselor-usa-canada-uk/>

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