



## Educational Counselor

- **Vacancy for:** 2
- **Posted on:** Feb. 12, 2018
- **Deadline:** Feb. 22, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Teaching / Education
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 20,000 - 30,000 Monthly

### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 1 year
Professional Skill Required	: Ability To Work Under Stress, Willingness To Learn, Time Management, Communication

### Other Specification

- Must have completed a Bachelors Degree
- Outstanding communication and interpersonal skills
- Pleasant personality with positive attitude
- Should possess excellent logical and analytical skills, must have high level of ethics, dedicated individual, initiative taker, well versed with English, team player, self-disciplined and respect others
- Motivated and highly driven salesperson
- Experience in working with various countries counselling as well as visa file preparation, SOP, Interview preparation, Funds Calculation, etc. as an advantage.
- Prior experience on Student Visa guidelines and in guiding student appropriate course for appropriate country an advantage.
- You must possess skill set such as proper record keeping, end to end processes from admission to visa applications.
- You must be result oriented focused.

### Job Description

- Guide and counsel students for admission and visa process
- Ability to make decisions and take appropriate actions
- Maintain accurate and complete student records with frequent follow ups
- Complete and process applications in a timely manner
- Prepare and present reviews on progress
- Stay up to date with all necessary aspect of the industry
- Understand the needs of prospective student and provide appropriate solution

### Applying Procedure

Apply Link : <https://merojob.com/educational-consulting-staff-2/>

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