

JOB TITLE: EDUCATION COUNSELLOR

The Education Counsellor will be required to provide professional advice in a warm and friendly manner to any student who is interested in studying in the UK.

Location: Bangalore (at Central Business District)

Reporting to:

The Education Counsellor will report directly to senior management.

Main duties:

- Marketing & promoting the represented UK institutions.
- Knowledge and expertise on the full cycle of student recruitment. (training will be provided)
- Ability to plan, develop, execute, and monitor the successful student recruitment cycle.
- Identifying, establishing and maintaining a good rapport with prospective students.
- Reaching out to interested students by telephone and counselling them.
- Monitoring the application process of the student.
- Counselling students and parents in choice of courses and universities.
- Counselling students about life in the UK.
- Helping students in correctly processing their Student Visa.
- Managing the student information using in-house database.
- Representing the company and universities at educational fairs.
- Liaisoning with Universities and other partners.
- Helping in firms marketing activities.

Skills required:

- Good communication skills and command of spoken and written English.
- Ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds.
- A strong sense of commitment towards work.
- A good understanding of British Education System and a sound knowledge about the UK institutions is essential. (training will be provided)
- Very pleasing and friendly personality.
- Attitude of counsel and advice.
- Constant updating of information relating to Overseas Education, travel etc.
- Working knowledge of Microsoft Office Suite.

Probation period:

The post has an initial probation period of 3 months.
During the Probation period, the candidate will be entitled only to her salary.

Working Hours:

Monday – Saturday 9.00 am - 6.00 pm
Sunday weekly off.
In addition to Sunday, the candidate will be entitled to one day off on alternate weeks.

Holidays:

3 weeks paid holiday per year plus National public holidays (list of holidays will be provided).

Pay Package:

The remuneration is attractive and above industry standards. It will vary based on the candidate's ability and experience. In addition to the standard package, variable pay is awarded as bonus depending on the individual's performance as well as the company's performance.