



## JOB DESCRIPTION

<b>Position available:</b>	<b>IELTS /TOFELTrainer</b>
<b>Number of Positions:</b>	<b>1</b>
<b>Location:</b>	<b>Mumbai – Vile Parle</b>
<b>How to apply:</b>	Please send your application before the closing date to- <a href="mailto:hr@StudyOverseasglobal.com">hr@StudyOverseasglobal.com</a>  Your application should include-  <ol style="list-style-type: none"><li>1) A brief covering letter explaining why you are suitable for this position.</li><li>2) An updated Curriculum Vitae (with scanned passport size photo) outlining your work experience, education background, current/last drawn salary, at least two referees and notice period required to join (if any).</li></ol>
<b>Salary and benefits:</b>	Study Overseas offers a competitive salary structure as per the experience and profile of the candidate. In addition, a bonus structure is offered to staff <i>based on performance</i> on the job.
<b>Documents required for interview:</b>	Shortlisted candidates will be required to bring with them: <ol style="list-style-type: none"><li>1. Original and one set of copies of Educational Qualification Certificates</li><li>2. One passport size photograph</li><li>3. Latest salary statement from current or last employer and the latest IT return</li><li>4. Advice referees listed in CV that they will be contacted by phone, email or letter for a reference.</li></ol>

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## COMPANY PROFILE

STUDY OVERSEAS is one of India's largest education consultancies providing free and fair counselling to students aspiring for further education in the UK, Australia, New Zealand, Singapore, Dubai or Ireland. The company represents over 150 educational institutions globally and has a network of 14 offices in India at 12 prime locations.

Study Overseas presently has offices at Ahmedabad, Bangalore, Chandigarh, Chennai, Coimbatore, Hyderabad, Indore, Kochi, Mumbai, South Mumbai, New Delhi, North Delhi, Pune and Vizag with ongoing expansion plans.

## ROLE OF POSITION

This position has the responsibility of providing IELTS/TOFEL training and testing to the candidates approaching us for the same and offering a programme that is quality driven and would attract an additional pool of students to the office because the company offers this service. The incumbent will be responsible for IELTS/TOFEL training material design, delivery, regular updating of training resources so that the content remains suited to the changing standards and learning environment.

## **PROBATION PERIOD**

3 months.

## **LINE MANAGEMENT**

The IELTS Trainer reports to the Office Manager

## **MAIN DUTIES**

- Training and testing candidates who approach the company looking specifically for IELTS/TOFEL coaching.
- Continuously monitoring and developing new content to keep the content at the cutting edge, fresh and in-sync with the changing requirements of the test.
- Networking with the key stake holders of the test at the British Council and IDP Australia
- Attending workshops conducted by examination agencies and taking IELTS/TOFEL examination regularly to update yourself on changing formats.
- Regular Follow-ups with the Students
- Monthly report to the Office Manager outlining the performance of the class as well as highlighting any issues.
- Collecting and depositing Student fees

## **QUALIFICATIONS REQUIRED**

- Ideally convent educated, English/ liberal arts graduate/post graduate.
- Must have at least 1 yrs of exp in similar capacity

## **SKILLS REQUIRED**

- An ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds.
  - Result-orientated and ability to generate ideas.
  - Flexibility over working hours
  - IT Savvy
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