



STUDY OVERSEAS INDIA PVT. LTD.

JOB DESCRIPTION

Position available:	Assistant Education Counsellor
Number of Positions:	2
Location:	Mumbai, Vile Parle
How to apply:	Please send your application before the closing date to- hr@StudyOverseasglobal.com Your application should include- <ol style="list-style-type: none">1) A brief covering letter explaining why you are suitable for this position.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).
Salary and benefits:	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.
Documents required for interview:	Shortlisted candidates will be required to bring with them: <ol style="list-style-type: none">1. Original and one set of copies of Educational Qualification Certificates2. One passport size photograph3. Latest salary statement from current or last employer and the latest IT return4. Advice referees listed in CV that they will be contacted by phone, email or letter for a reference.

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.

DETAILS OF THE POSITION

PROBATION PERIOD

3 months.

LINE MANAGEMENT

The Assistant Education Counsellor reports to the Office Manager

MAIN DUTIES

- Following-ups are being done regularly for applied students
- Helping counsellors to keep taskmaster and logs updated
- Maintaining accurate ledger and computer records of students counselled and applications sent to the countries which are represented by the Company
- Liaising with students, other offices and client institutions
- Sitting-in while counselling is going on and knowing the students and their individual cases very well
- Undertaking project work as decided by the Office Manager or the senior heads
- Assisting with the general running of the office to ensure smooth operations
- Any other duties as may be assigned by the Director of Indian Operations or Senior Heads of the organizations

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Minimum qualification- graduation in any subject.
- At least 1-year work experience in a customer service role.

SKILLS REQUIRED

- Excellent communication (in English as well as local language), interpersonal and administrative skills.
 - Ability to work in a target- oriented business and under pressure.
 - A positive and pleasing personality.
 - IT Savvy
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