



## **STUDY OVERSEAS INDIA PVT. LTD.**

### **JOB DESCRIPTION**

<b>Position available:</b>	<b>Assistant Education Counsellor</b>
<b>Number of Positions:</b>	<b>1</b>
<b>Location:</b>	<b>Hyderabad</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 a UK-based Company owned by an Australian MNC and has employee strength of more than 100 Indian staff in 14 offices across India. The company provides free counselling to students aspiring to study in the United Kingdom ,Australia, New Zealand & Dubai.

Study Overseas is one of the largest independent education consultancies in India with a network of offices across the country in Ahmadabad, Bangalore, Coimbatore, Chennai, Hyderabad, Kochi, Mumbai, South Mumbai, New Delhi, North Delhi, Baroda, Chandigarh, Pune and Vizag with plans to open further offices in India throughout 2010.

## **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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