



**Position available:**

**Assistant Office Manager**

**Location:**

**Jaipur**

**How to apply:**

Please send your application before the closing date to-  
[hr@StudyOverseasglobal.com](mailto:hr@StudyOverseasglobal.com)

Your application should include-

- 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 *based on performance* on the job.

**Documents required for interview:**

Shortlisted candidates will be required to bring with them:

1. Original and one set of copies of Educational Qualification Certificates
2. One passport size photograph
3. Latest salary statement from current or last employer and the latest IT return
4. Advice referees listed in CV that they will be contacted by phone, email or letter for a reference.

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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 USA, 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.

**Position advertised: Assistant Office Manger, Jaipur**

## **JOB DESCRIPTION:**

The Assistant Office Manager (AOM) will be required to work closely with the senior heads and provide managerial assistance for the Office in the following areas: Personnel, Finance, Marketing, Client liaison and event management. In addition, s/he will be expected to provide free and professional advice to any student who is interested in studying in any of the countries represented by the Company.

### **LINE MANAGEMENT:**

The Assistant Office Manager (AOM) reports Head UK Division –North & West region & Head Australia Division for day-to-day operations.

### **MAIN DUTIES:**

- Working with the senior heads to drive the performance of the Office. This involves regular monitoring and reporting as well as working with the counseling staff to optimize performance.
- Assisting in the planning of marketing strategies and promotional campaigns to promote study options as represented by the Company. This includes giving presentations and seminars at local institutions.
- Organizing client visits to the office.
- Supervising all office staff based in Jaipur office.
- Handling project assignments given by the Director and Heads of Divisions
- Ensuring that the Company's DB is maintained accurately and updated regularly as per company standards
- Counselling students for student visas and arranging documents for the same.

### **QUALIFICATIONS REQUIRED**

- A degree or postgraduate degree, preferably from abroad.
- At least 4 years of exp in Counselling, Marketing, sales, media, public relations and/or the service sector.
- Strong interest in working with people.

### **SKILLS REQUIRED**

- An ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds.
  - Patience, friendly personality and comfortable telephone manner.
  - Results orientated and ability to generate ideas.
  - Perfect command of spoken and written English.
  - Flexibility over working hours.
  - IT Savvy
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