

STUDY OVERSEAS INDIA PVT. LTD.

JOB DESCRIPTION

Position available:	Student Abroad Advisor
Number of Positions:	1 (Preference will be given to Male Candidate)
Location:	Chennai
How to apply:	Please send your application 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.

ROLE OF POSITION

The post holder will provide free professional advice and guidance to students interested in studying in the UK & Australia and other countries. S/he will work to specific targets set by the Office Manager and his/her performance will be judged on the same. The ideal candidate will have a strong interest in working with people and be highly motivated, result-orientated with a strong interest in marketing.

ROLE OF THE POSITION

Independently carry out marketing activities, including outreach work like institutional selling, manage and maintain relations and follow ups.

PROBATION PERIOD

3 months.

LINE MANAGEMENT

The Marketing Officer reports to the Office Manager who in turn reports to the Director Indian Operations.

MAIN DUTIES

- Promoting and raising awareness of the company to the target audience
- Going into educational institutions and introducing the company to the Principal/HOD's and arranging to put up our posters, banners and other promotional materials such as fliers, university visits information, etc on a regular basis.
- Arranging for and making presentations in colleges and other venues such as college festivals, exhibitions, etc.
- Regularly meeting with student union representatives in colleges for promoting the company and identifying events where we can participate such as festivals, careers day, etc
- Identifying student hangouts and arranging to put up our promotional materials.
- Coming up with low cost innovative ideas to promote the company and increase our awareness
- Tie-ups with organizations which have a synergy with our business to increase our registrations.
- Planning and implementing marketing strategies along with the OM for the Chennai office.
- May be required to undertake some counselling sessions as well when present in the office as well as during outstation visits

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Minimum qualification- graduation in any subject.

- At least 2-year work experience in a service marketing role.
- The candidate who have counselling experience will have an added advantage

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