

## **STUDY OVERSEAS GLOBAL PVT. LTD.**

### **JOB DESCRIPTION**

<b>Position available:</b>	<b>Research Executive</b>
<b>Number of Positions:</b>	<b>1</b>
<b>Location:</b>	<b>Head Office, New Delhi</b>
<b>How to apply:</b>	<p>Please send your application to- <a href="mailto:hr@StudyOverseasglobal.com">hr@StudyOverseasglobal.com</a></p> <p>Your application should include-</p> <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>	<p>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.</p>
<b>Documents required for interview:</b>	<p>Shortlisted candidates will be required to bring with them:</p> <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 THE POSITION**

Researching work on foreign education websites, gathering latest trends in the admissions and visa processes

## **PROBATION PERIOD**

3 months.

## **LINE MANAGEMENT**

The Research executive reports to the Regional Head North & West Division who in turn reports to Director Indian Operations..

## **MAIN DUTIES**

- University/ college research on net.
- Subject/ Course research on net.
- Updating students' specific course/ university search in time line.
- Updating university details in students Database system.

## **QUALIFICATION &SKILLS REQUIRED**

- Post Graduate with minimum 1 year experience in foreign Education Company.
- Excellent Communication & interpersonal Skill.
- Internet savoir-faire.