

VIVENNS GLOBAL PRIVATE LIMITED (VGPL)

Designation : Overseas Education Student Counsellors
Employer : Vivenns
Experience : Minimum 2 years
Compensation : Competitive Package Offer / Best in the Industry
Education : Graduate (preferred)

VIVENNS

Job Description: Overseas Education Student Counsellors

Skills Requirement:

- Good working knowledge and experience in Overseas Education and Immigration is a MUST
- International Student Application Screening experience against various eligibility criteria, Interviews, Financial verifications and Visa requirements is a MUST
- Advise applicants/students about various Provider course offerings and entry/eligibility requirements including professional, personal and financial requirements in-order to Study Abroad
- High attention to detail in all types of Student Counselling regarding Provider (University and Colleges) Courses and Admissions processes and procedures
- Experience working with Registered Agents and face to face potential student counselling for Overseas Education Providers in giving effective guidance and counselling services for Study Abroad
- Have prior experienced working with Overseas Education Providers with all Student Administration activities via phone/emails/meetings shall be advantage (preferred)
- Handle both inbound and outbound calls and conduct regular follow-ups to gather and successfully close the leads and opportunities
- Understands the Provider specific timelines (e.g. application deadlines) including Visa timeframes and proactively manage the schedules and application processes for different overseas Countries
- Good Proficiency in spoken and written English and manage day-to-day schedules independently
- Able to guide and engage potential students (and their families) to provide course offerings based on their background and encourage them in the right direction of their career progression or pathways
- Working experience with Universities/Providers directly from any countries like UK, USA, Australia and New Zealand is preferred
- Able to adapt to changing market demands and regulatory policies and keeping up-to-date always
- Competent to use Office applications and any University or College Student Systems is an advantage

Desired Candidate Profile

Professional & Personal Attributes:

- Superb attention to detail and excellent organisational with counselling and convincing skills
- Excellent verbal and written communication and interpersonal communication skills, including the ability to liaise and negotiate and influence
- Working and contributing in a Team with proven experience building relationships with internal and external stakeholders
- Work effectively under high volumes of information and tight timelines with ease

Qualification & Work Condition:

- Relevant Territory degree with Overseas education counselling experience is a MUST

Company Profile

Vivenns (VGPL) is a global organisation providing advisory, consulting, software and support services to international clients. Extensive domain and implementation experience in Education sector. As part of expanding the new team, we have new openings for those who want to grow with us and make a difference in providing value added services.

Contact Details

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