

## VIVENNS GLOBAL PRIVATE LIMITED (VGPL)

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

# VIVENNS

### Job Description: Student Admissions Officer – Overseas Education

#### 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
- 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 and administrative 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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