



VAC Global Education is Noida and Delhi's top-tier Study Abroad Consultants which provides Study abroad Consultation for the top ranked Universities in the world, countries Like Australia, Canada, and New Zealand. Our mission is to help you to reach the country of your choice to study abroad in some of the Top Universities in Abroad. We also have in-house IELTS and PTE Coaching available at Delhi and Noida

**Job Description of Branch manager**

<b>Job Title: Branch Manager</b>	<b>Department : Overseas Education</b>
<b>Reports to Operation Head</b>	
<b>Location : Noida</b>	

**Role:**

- Monitor the counseling of the Student Relation Managers.
- Set up sales plan in order to achieve sales target required by the company.
- Support, motivate team members to achieve individual and team target.
- Supervise daily work of the members and ensure customer satisfaction.
- Build up good relationship with students and their families.
- Work closely with other job functions in the company to improve overall services Level..
- Other duties reasonably relating to this position.

**Key Accountabilities:**

- Advising potential students on education opportunities in the Europe, Canada, Australia, New Zealand, US.
- Advising students on application procedures, visa applications, accommodation and preparing students for their studies applying for Europe, Canada, Australia, New Zealand, US.
- Assisting with activities to promote education institutions represented by the Company in Europe, Canada, Australia, New Zealand, US.
- Maintaining accurate ledger and computer records of students counseled and applications sent to Europe, Canada, Australia, New Zealand, US.
- Liaising with students, other offices and client institutions.
- Undertaking project work as decided by the Manager Counseling, Senior Heads or the Director of Operations.
- Assisting with the general running of the office to ensure smooth operations.

**Qualification:**

- Graduate degree.
- Master's degree preferred.

**Experience**

- 3 Years & Above

Please send in a letter of application, mentioning the job code in the subject line, along with your curriculum Vitae to [hr@vacglobaleducation.com](mailto:hr@vacglobaleducation.com)

Contact no **7428243296** Land-line **0120-422-4228**

For more information, visit our career page on [www.vacglobaleducation.com/career](http://www.vacglobaleducation.com/career)

