



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 branch.

The company is looking to appoint for the following position

Counselor

Job Description of Counselor

Job Title: Counselor	Department : Education
Reports to	
Location : Noida/ West Delhi (Patel Nagar)	

Role :

- The process involves counseling the students for overseas education; follow-up with the student, solving the student queries and handling the registrations.
- Filing the application forms (University) verifying, them and sending the same to the universities.
- Maintaining the data of all registered students and their Visa status etc..
- Counsel students and send them abroad for higher studies.
- Coordinating with students & universities abroad.
- Represent universities abroad.
- Identify skills, interests & career goals of the prospective students...
- Organizing marketing activities for promoting the company.
- Calling on the leads and make them visit the center.
- Counselling the candidates.
- Converting the leads and walk ins into the admissions
- Preparing the various reports as required.
- Should hold at least one year experience in the same industry

Skills Required :

- Candidate Must have a strong knowledge about Australia, New Zealand & Canada Visa Rules & Regulations
- Good understanding of Visa application process, documentation requirements etc
- Result- orientated and able to work under pressure to achieve results.
- Excellent Communication Skills (oral & written both), Well presented & confident, Good PR skills, Good keyboard skills, academically bright.
- An ability to communicate effectively with students and other members of the public of all age groups and social backgrounds.
- Flexibility over working hours
- Should have a open and accessible personal style; is calm and thoughtful, and encourages input and ideas from others.

Qualification :

- Graduate degree.

Experience :

- 1 Year & **Freshers are also welcome**
- 6 Days working, Weekends mandatory

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

7428243296 Land-line **0120-422-4228**

For more information, visit our career page on www.vacglobaleducation.com