



AUG Global Network is an established international education consultancy company promoting Australian, UK, Singapore, USA & Local Education.

AUG operates across 6 countries
(Australia, China, Hong Kong, Indonesia, Malaysia & Singapore).

We would like to invite you to join our team

AUG 国际教育是一站式推广澳洲,英国及本地的教育服务中心。
欢迎您加入我们的团队:

SENIOR EDUCATION COUNSELLORS / EDUCATION COUNSELLORS (SEC / EC)

SENIOR RECRUITMENT OFFICER / RECRUITMENT OFFICER (SRO / RO)

(8 vacancies based at Subang Jaya, Ipoh, Melaka, Segamat or Johor Bahru Branch)

Requirements:

- ✓ Tertiary education in any disciplines (Marketing, Hospitality & Tourism or Mass Communication graduates are preferred).
- ✓ Excellent command of spoken and written English, BM and Mandarin and able to interact well with students, parents and all levels of people.
- ✓ Knowledge and understanding of local and foreign education system preferred.
- ✓ Experience in mentoring and counselling students an added advantage.
- ✓ Experience in sales, marketing & event planning an added advantage.
- ✓ Courteous, patient, tactful personality with strong customer service orientations.
- ✓ Possess a high level of initiative, integrity and professionalism.
- ✓ May be required to work long hours during intakes.
- ✓ Competent in Microsoft Programs (Word, Excel, Outlook, PowerPoint) and use of databases.

Responsibilities:

- ☞ Attend to all counselling cases as well as oversee, develop & enhance the counselling services (SEC / EC).
- ☞ Maintaining student files and records (SEC / EC).
- ☞ Develop & execute a yearly marketing plan within a specific budget (SRO / RO).
- ☞ Carry out sales and marketing activities such as road shows, education fairs, presentation & etc (SRO / RO).
- ☞ Liaise with business associates.
- ☞ Manage day-to-day office operations.
- ☞ Maintain potential customer database and prepare reports.
- ☞ Attend to customer feedback, inquiries & complaints in an appropriate & prompt manner & adhere to service standards.
- ☞ To promote & market education & institutions.

Interested applicants are invited to send your curriculum vitae stating present and expected salary together with a non-returnable passport-size photograph and other supporting documents by 31 March 2014 to:

Marketing & Recruitment Director
AUG Global Network
No. 8, Jalan SS 15/8, 47500 Subang Jaya, Selangor

Alternatively you can email your application to **marketing@augstudy.com** or fax to **03 - 5638 9100**. Please indicate the position you wish to apply, your preferred location of workplace.