



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

AUG operates across 7 countries
(Australia, China, Hong Kong, Indonesia, Malaysia, Philippines & Singapore).

We would like to invite suitably qualified candidates to join our team
英澳国际 (**AUG**) 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:

EDUCATION COUNSELLOR / RECRUITMENT OFFICER

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.
- ✓ 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.
- ☞ Liaise with business associates.
- ☞ Manage day-to-day office operations.
- ☞ Maintain student files and records.
- ☞ Maintain potential customer database and prepare reports.
- ☞ Attend to customer feedback, inquiries & complaints in an appropriate & prompt manner & adhere to service standards.
- ☞ Carry out sales and marketing activities such as road shows, education fairs, presentation, direct mailing, etc.
- ☞ To promote and market education and 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 to:

The Recruitment Director
AUG Global Network
8, Jalan SS 15/8, 47500 Subang Jaya, Selangor.

Alternatively you can email your application to marketing@augstudy.com.
Please indicate the position you wish to apply and your preferred location of workplace.