

IALF Global Jakarta is recruiting for the position of:

Education Counselor

Description

- Counseling students wishing to study overseas (advising on choice of course and assisting with application and transfer; this includes assisting with visa processes, and finding accommodation)
- Maintaining counseling database and general administration
- Presenting at educational events such as expos and visits
- Possessing excellent communication, interpersonal and administrative skills
- Familiarity with international education

Requirements

- Candidate must possess at least Bachelor's Degree in any field
- Required language(s): English
- At least 3 Year(s) of working experience in the related field is required for this position
- Preferably specialized in Education or equivalent

Benefit

- Basic salary – defined from education level, work experience, test and interview
- Medical & transport allowance
- BPJS Kesehatan & Ketenagakerjaan
- THR

Please send your application via e-mail together with full CV and recent photograph to:

kwidayanti@ialf.edu

Only short-listed candidates will be contacted