

Job Description and Requirements of Programme Counsellor

(Updated 19 November 2018)

Reporting Lines:

This position reports directly to the Programme Director. The incumbent's primary roles relate to provide professional consultation and advice to our prospective students on our well-accredited programmes and other tasks as directed by the management team.

Duties and Responsibilities

- Represent the Institute professionally to provide information on the academic programmes available;
- Drive enrolment for part-time and full-time academic programmes;
- Follow-up on leads, course applications, enrolments and payments via phone, email and social media platforms;
- Work alongside with the Management to achieve individual and overall team enrolment targets;
- Participate in roadshows, career fairs and programme previews;
- Work with team to achieve student progression numbers and revenue targets for local students;
- Provide general support to visitors and perform tasks as directed by the management team.

Requirements

- Minimum Diploma qualification, preferably with 2 years of sales experience in education environment;
- Competent in Microsoft Office and Familiar with social media platforms;
- Highly adaptable to a fast-paced and dynamic environment;
- Candidates who are sales and result-driven.