

## VNIS Vietnam Human Resources

### Job Announcement: Admission Counselor

VNIS Vietnam (the Company) is seeking two (02) Admission Counselors (the Incumbents) working in its Overseas Study Department. The Incumbents will work at the office of VNIS Vietnam in Hanoi, and report to Direct Supervisor(s) / the Board of Directors.

RECRUITMENT CODE: 2013/EXT/OSD/AC/02

OPEN TO:	All Vietnamese Graduates
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POSITION:	Admission Counselor
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OPENING DATE:	December 18, 2013
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CLOSING DATE:	January 31, 2014
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WORK HOURS:	Full-time, 48 hours/week
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LOCATION:	VNIS Office in Hanoi
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LENGTH OF HIRE:	Long term
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DIRECT SUPERVISOR:	Managing Director, Business Development Director
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#### DUTIES AND RESPONSIBILITIES

- **Efficient & high quality implementation of sales and customer care:**
  - Provide professional U.S. overseas study consultation to potential clients;
  - Develop and follow-up with new and current enquiries;
  - Propose and conduct sales, promotion and marketing campaigns for the department's services;
  - Conduct the entire consultation and application process, including: making applications on behalf of clients, providing visa training service to clients, etc.;
  - Work with partner institutions on matters related to student application;
  - Meet and exceed sales targets (threshold-based bonus);
- **Reporting:**
  - Submit periodical reports to the Board of Directors on all aspects of the responsible areas to maintain efficiency and high quality of the department's operations;

- **Continuous Improvement:**
  - Develop projects and strategies for the overseas study services and markets;
- **Departmental Management:**
  - Manage and coordinate daily duties and responsibilities of all staff of the department under direct supervision;
- **Others:**
  - Other tasks assigned by the Board of Directors;
  - Contribute to the success of the Company's projects and events;
  - Provide input about various tasks of the Company's work.

### **REQUIRED COMPETENCIES**

- Bachelor's Degree;
- At least two (2) years of relevant working experiences;
- Good command of both spoken and written English/Vietnamese (this will be tested);
- Computer literacy - competence in the use of common office software packages including word processors, spreadsheets, basic databases, powerpoint, emails, etc;
- Good understanding of U.S., Canada Education System are preferred;
- Excellent interpersonal, organizational and cross-cultural skills;
- Deadline, multitask and independent working oriented;
- Team work spirit.

### **BENEFITS**

- Competitive remuneration package, including: basic salary, bonus and incentives;
- Professional development endorsement and assistance;
- Participation in the Company's staff activities and parties.

### **TO APPLY**

Interested candidates for this position must submit the followings, or the application will not be considered:

- Personal CV (2 references are required);
- Copy of most recent academic transcript, certificates, qualifications, if any (to be submitted if chosen for interview);
- Be ready for some tests during/after the interview.

## **SUBMIT APPLICATION**

Applications should be submitted through JobStreet.com – [CLICK HERE](#). No other kind of submission is allowed.

All applications must be received by the closing date to receive consideration. Only short-listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.

VNIS Vietnam is an equal opportunity employer.

## **POINT OF CONTACT**

For more information on this job, please email to: [staffing@vnisvietnam.com](mailto:staffing@vnisvietnam.com).