Junior Counsellor

Role
✓ Junior Admissions Counsellor to students applying to universities, high schools, English language or pre-university programs in the United Kingdom, United States and other English-speaking destinations.
✓ Provide general information on courses, content, enrollment, accommodation and financial aid.
✓ Organize course, accommodation, and arrival process.
✓ Ensure student satisfaction throughout admission and course duration.

Place
Madrid, Spain.

Dates
Starting as soon as possible.

Requirements
University Graduate.
Bilingual English and Spanish.

Desired
Good team player.
Rapid response to enquiries and empathy strengths.
Ability to work on multiple projects simultaneously.
Ability to set priorities and meet deadlines.

Work environment
You will work with an international team of experts in a consolidated company in expansion. We consistently seek excellence, the best education to which our students can aspire. In this sense, our team members subscribe to the same high code of ethics and expectations for our students and their families.

Conditions
Successful candidates will receive in-depth training of international education systems and of our own IEC standards.
Salary: €14,400 year

Further details
Send CV to Mr. Sergio Parisi, Managing Director, subject “Junior International Counsellor”.
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