

8/08/2022

PLACEMENT NOTICE

(THIRD YEAR & EX - STUDENTS OF ALL PROGRAMMES)

As the most trusted name in Education Counseling, Kraft Educational Services (KES) is market leader in educational counseling and counsel's students extensively for studies in the USA, UK and Canada. They have established unique counseling techniques which bear testimony to the success of students getting admissions in top ranked universities with scholarships.

The organization is in urgent need of Executives in the Administration Department.

Details are as below:

COMPANIES & JOB PROFILE	Kraft Educational Services (KES) Address : 509 Keshav, Bandra - Kurla Complex, Bandra (E), Mumbai – 400 051, India.
Contact No	9920417380 / (91-22) 2659 2319
Company's Website:	http://www.kraftededucation.com/
Nature of Job	Full Time Kindly note that this is an In-Office Position - This is not Work From Home.
Salary:	During training period: Candidates can expect to earn ₹ 12,000 PM Plus incentives. After Training – Successful Candidates can expect an yearly salary of around ₹ 2.0 to ₹ 3.0 lakhs per annum (CTC), depending on market conditions and candidates capabilities.
<u>Job Description:</u>	
<u>Position : Business Administration / Management</u>	
<ul style="list-style-type: none"> ● Communicate with students and inform them about the procedures involved in studying abroad at various stages. ● Follow up with students regarding their process in various stages such as applications, credibility interviews, visa etc. whilst filling their various forms and checking their documents. ● Knowledge of MS Office / Excel/Google Sheet/Google drive ● Prepare and present applications of universities, and enrolment reports to the management. ● Approaching colleges in and around Mumbai to connect with the deans/HODs/TPO and engaging with them to show the value KES services brings for their students' careers. ● Arrange sessions/events/webinars for students in these colleges. ● A customer-oriented and professional attitude Excellent communication abilities Excellent organisational and time-management skills. 	

SKILLS:

- ' Excellent interpersonal skills and ability to work effectively with people at all levels.
- ' Strong organizational skills as well as strong communication skills (written and verbal).
- ' Computer proficiency: MS Excel, Word, Outlook, PowerPoint.
- ' Must be a self-starter with a proactive approach to work.
- ' Ability to prioritize work in order to meet important deadlines.
- ' Excellent follow up skills.

Eligibility :**EDUCATION/EXPERIENCE:**

- ' Must be currently pursuing or graduated in a Bachelor's or a Master's degree in any Field.
- ' The successful candidate will be detail-oriented, have excellent organizational and communication skills, and have the ability to work within teams or independently.

Candidates will undergo 6 months training at our company initially for the required profile and will then be absorbed fully into the role.

How to apply:

Send your resume in PDF format to kes.placements@yahoo.com & Mark CC to nmfcplacement@gmail.com before 15th August, 2022 latest by 12 noon.



I/C Principal