



MARKETING EXECUTIVE/STUDENT ADVISOR VACANCY

Based in JM BUKIT MERTA JAM

Limited & Immediate position

Company Review:

Established in 1989 as a centre which provides counselling on options to school-leavers and young adults seeking advice on further education and training. This was almost 27 years ago when education opportunities were limited and information centres did not have adequate resources to advise parents and students on further education opportunities for both high-achieving and low-achieving students.

We have a team of experienced multilingual counsellors to guide students through the entire process of arranging their study overseas in the UK, Australia, New Zealand, USA, Canada, Europe, Singapore as well as locally in Malaysia.

Responsibilities

- To counsel and advise students & parents on overseas study options
- To liaise with school and college counsellors on courses available at overseas institutions
- To assist students and parents on course applications, study visa submission and accommodation arrangement
- To attend education exhibition and fairs
- To conduct presentation to students, counsellors and academics
- To execute company marketing plans
- To attend to administrative functions

Requirements

- Candidate must possess at least a Bachelor's Degree in any field.
- Diploma candidate with working experiences are welcome.
- Required language(s): Bahasa Malaysia, Chinese, English (Added advantage if candidate can speak Mandarin fluently)
- Able to work independently and with least supervision
- Outgoing & Pleasant personality, mature, good interpersonal and communication skills and customer service skills
- Fresh local and overseas graduates are encouraged to apply as on the job training will be provided,
- Willing to travel, both outstation and overseas (United Kingdom, Australia, New Zealand, Singapore etc)
- Available immediate position offices (Bukit Mertajam | Penang)

**To apply, drop us an email with a copy of your resume to
abbie@jmecc.com | 012-510 2118 | www.jmeducationgroup.com**