



Position: **International Education Consultant**

Posting Date: **OCT.2015**

Location: **Beijing, China**

Responsibilities:

- Coordinate the communication between existing and prospective clients and Ivy Labs Education
- Translation and paper work
- Assistance to the senior education advisor during the application process, in gathering statistics and analyzing them, and in collection of student information;
- Track and support students study and application plans
- Assistance in promotional and marketing activities

Qualifications:

- Minimum of Bachelor's Degree required
- Knowledge of the US application process
- Language proficiency: English with excellent English writing skills
- Computer skills: general familiarity with computers, experience with Microsoft Excel, PowerPoint, and Word
- Ability to be self-motivated, responsible, and able to work under pressure;
- Strong interpersonal skills both within a team and with clients
- Attention to details
- Ability to multi-task in a fast-paced environment and be a team player with a strong work ethic
- Willingness to travel/work with global offices at different hours;
- Demonstrated passion for international education

Salary: negotiable.