

VISA COUNSELLOR

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Company: VisionWay IELTS and Immigration Pvt. Ltd.

Location: jalandhar

Category: other-general

company Description

VisionWay IELTS and Immigration Pvt. Ltd. is an Immigration Consultancy established in 2008 in Nawanshahr (Punjab). We help students pursue their dream of studying abroad in countries like Canada, Australia, U.K, New Zealand, Europe. In order to secure admission in the best colleges/ Institutes/ Universities, VisionWay provides them with the preparation of IELTS, PTE, DUOLINGO, etc. Our classrooms are equipped with the best resources and our faculties are well-qualified and experienced. Our vision is to provide applicants with rightful information that will aid in success beyond expectation.

Role Description

We are looking for a Senior Visa Counsellor in jalandhar for a full-time on-site role. The Senior Visa Counsellor will be responsible for assisting clients with visa applications and providing them with detailed information about available options for studying abroad. They will need to maintain accurate record-keeping, work with multiple clients, and provide services in a timely and efficient manner.

Qualifications

Bachelor's degree in a relevant field

Minimum of 3 years of experience in the field of visa counselling

Thorough knowledge of visa application processes and requirements for Canada, Australia, U.K, New Zealand, and/or Europe

Excellent communication and interpersonal skills

Ability to maintain confidential information and handle sensitive situations professionally

Ability to multitask and work in a fast-paced environment

Strong organizational and record-keeping skills

Proficient in using computer applications such as Microsoft Office, Outlook, and Google Suite

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