
Student Counsellor - Role Mandate

Ozone Consultants is truly international. We have a culture that celebrates diversity. With offices in Kandy & Colombo - Sri Lanka and in Melbourne-Australia, when you join Ozone, you become part of a connected community that supports you from where you are today, to where you want to be tomorrow.

Ozone Consultants is an education consulting service with extensive experience and expertise in understanding the international education system. We provide expert guidance to students looking to study abroad, helping them make informed decisions throughout the application process.

The ideal candidate is a motivated, organized, and creative individual who welcomes the challenges of acquiring and developing new business through sales efforts. You will build key customer relationships, identify business opportunities, and close business deals while maintaining an extensive knowledge of current market conditions.

This role will be based in Kandy - Sri Lanka.

WHAT WE'RE LOOKING FOR:

- Working experience in similar industry
- Demonstrated customer service orientation and Ability to work independently and as part of a collaborative team
- Experience in University enrolment, admission and visa process
- Demonstrated ability to communicate effectively in Sinhala & English (Tamil optional)

RESPONSIBILITIES:

- Cultivate strong business relationships with key decision makers
- Proactively convert enquiries into sales to ensure higher conversion rates
- Build sustainable relationships and trust with customers through open and interactive communication
- Ability to review student profile and evaluate credentials.
- Regularly update student with application/submission process via email/call
- Reviewing and checking all required documents for visa applications or applications to external bodies
- Follow through with any issues or complaints raised by clients
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PROFESSIONAL ATTRIBUTES:

- Display consistent high level of professionalism at work
- Adhere to Ozone Consultants process, policies, and Code of Conduct
- Good computer skills including MS Word, Excel, PowerPoint as well as Outlook and Internet skills
- Excellent written and verbal communication skills
- 2+ years relevant work experience is an advantage

Attractive remuneration package and commissions for the right candidate.

Only selected candidates will be contacted for interviews.

If you have what it takes, please email us your resume at talent@ozoneconsultants.com.au or WhatsApp us at +94 777 474 777 or +614 33 275 909