

# LOWONGAN KERJA/INTERNSHIP EDUCATION COUNSELLOR/RECRUITMENT OFFICER (EC/RO) AUG Student Services

**ARE YOU THE ONE?**  
**We are recruiting**

**1. Education Counsellor / Recruitment Officer (EC/RO)**      **2. Internship / Part-timers**

AUG Global Network is an established international education consultancy company promoting Australia, the UK, USA, Malaysia & Singapore Education. AUG operates across 7 countries: Australia, China, Hong Kong, Indonesia, Malaysia, Singapore & Philippines.

**Requirements:**

- ✓ Bachelor Degree in any discipline (Hospitality & Tourism, Mass Communication & Marketing graduates are preferred)
- ✓ Have a good communication skill, well adaptive and outgoing
- ✓ Excellent command of spoken and written in English and able to communicate well with students, parents and all level of people; spoken Mandarin is an advantage
- ✓ Knowledge and understanding of local and overseas education system preferred
- ✓ Experience in mentoring and counselling students an added advantage
- ✓ Courteous, patient, tactful personality with strong customer service orientations
- ✓ Possess a high level of initiative, integrity and professionalism
- ✓ Competent in Microsoft programs (Word, Excel, Outlook, Power Point) & use of database
- ✓ To be based in Bandung office

**Responsibilities:**

- ✓ Attend to all counseling cases as well as develop and enhance the counseling services
- ✓ Maintain student files and records
- ✓ Maintain potential customer database and prepare reports
- ✓ Attend to customer feedback, inquiries and complaints in an appropriate and prompt manner and adhere to service standards
- ✓ Handle office administrative matters
- ✓ Carry out sales and marketing activities such as road shows, education fairs, presentation, direct mailing, etc.
- ✓ To promote and market education and institutions

Interested candidates are invited to email your curriculum vitae stating expected salary together with a non-returnable passport-size photograph (passport) and other supporting documents to: [bandung@augstudy.com](mailto:bandung@augstudy.com)

Jl. Depot Sibar No. 66F - Bandung | Tel: +62 22 8032 1043 or +62 817 6847 384

**AUG**  
STUDENT SERVICES  
[www.augstudy.com](http://www.augstudy.com)

?[LOKER/INTERNSHIP]?

Selamat Siang Akang Teteh ...

Hari ini CDC bawain informasi LOKER/INTERNSHIP dari AUG Student Services yang sedang membuka lowongan pekerjaan dan magang bagi Akang Teteh UNIKOM untuk posisi:

EDUCATION COUNSELLOR/RECRUITMENT OFFICER (EC/RO).

Requirements :

1. Sarjana (Perhotelan & Pariwisata, Ilmu Komunikasi & Manajemen)
2. Mahasiswa Semester 6 ke atas di perbolehkan melamar untuk internship/magang
3. Memiliki kemampuan komunikasi yang baik, adaptif dan supel
4. Kemampuan berbicara dan menulis dengan baik dalam bahasa Inggris dan mampu berkomunikasi dengan baik pada siswa, orang tua dan semua lapisan masyarakat; bisa bahasa mandarin menjadi poin lebih
5. Diutamakan memiliki pengetahuan dan pemahaman tentang sistem pendidikan dalam dan luar negeri
6. Pengalaman dalam pendampingan dan konseling siswa merupakan poin lebih
7. Memiliki inisiatif, integritas dan profesionalisme yang tinggi
8. Menguasai program microsoft (word, excel, outlook, powerpoint) & penggunaan database

Informasi selengkapnya bisa Akang Teteh lihat di atas ya...

Bagi Akang Tete yang berminat dan memenuhi kualifikasi di atas, Yuk segera kirim CV Lamaran Akang Tete pada email berikut yaaa [bandung@augstudy.com]

Akang Tete ILKOM & MANAJEMEN UNIKOM Semester 6 yang barang kali udah mulai nyari-nyari tempat kerja praktek, yuk coba apply aja disini !!

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**Jumat, 10 Maret 2023 - 11:30**

<https://cdc.unikom.ac.id/loker/view/lowongan-kerja-internship.1069.html>