

Education Consultant

EuroIn NetworkS is an exclusively Germany based company focussing on accelerating synergies of multiple stakeholders mainly that of employees and students in India and Europe. We support MNCs and their employees in all sorts of immigration related formalities be it their pre-approvals, all kinds of visas, townhall registrations as well as all kinds of residence permits. As your education partner we strive for long term collaborations focussing on university tie-ups through which students get end-to-end support before and after landing in their dream country.

As our business is expanding, we also want our team to grow! Apply now to join our team!

Scope of role

- Serving as a main point of contact for our university partners and their students: handling day-to-day communication, responding clients without undue delay, setting up regular meetings & sending follow-up emails
- Managing the processes end to end from selection of the universities, admission process, their visa application till their residence permits
- Managing communication with our local counterparts
- Conducting individual/ group campus counselling sessions
- Supporting universities & students in immigration processes - checking and correcting application forms, briefing about the process, booking appointments, working closely with government offices & following up when required
- Managing deadlines
- Providing guidance on bank account opening, accommodation search, health insurance etc.
- Maintaining the tracker on daily basis
- Calling prospective universities & students, setting up meetings with them & conducting briefing calls with them to understand their requirements
- Conducting regular seminars & webinars with our university partners

Your profile

- Prior experience in education advisory field preferred
- Bachelor's degree minimum
- Fluency in English & German (C2)
- Relationship management
- Intercultural awareness
- Excellent organizational and communication skills as your role involves management of multiple stakeholders at the same time
- Microsoft office skills especially Excel

Our offer

- Remote work
- Opportunity to work part-time or full-time
- An interesting job with development prospects
- Flexible working hours
- 30 days annual leave
- Collaborative environment and quick decision-making.
- Direct work with the founding team and an opportunity to shape the company in its early days
- Competitive compensation package tailored to your needs.

Application process

Kindly send your application with all the relevant documents to bewerbung@euroinnetwork.com