



SMS EDUCATION SERVICES

Job Title: Admin Officer– 5

Location: Koteshwor (Kathmandu Corporate Office) | Kalanki | Pokhara | Itahari | Janakpur | Birgunj

Term: Permanent | Full Time

Salary: Open for negotiation, inclusive of benefits.

Special Expectations: Availability for weekend shifts, if required, and flexibility to work across various branches of the organization.

Our Goals:

Our mission revolves around assisting students in shaping their career paths and steering them toward the optimal direction. We excel in providing expertise in PTE (Pearson Test of English - Academic), international visa consultation, and application services. Our primary objective is to illuminate the correct route for students aspiring to study abroad. Through our endeavors, we aspire to lead students to top-tier, cost-effective, and globally accredited higher education institutions, offering unwavering support during their endeavors both within Nepal and overseas.

Roles and Responsibilities:

1. Office Management:

- Oversee day-to-day office operations and ensure smooth functioning.
- Maintain office supplies, equipment, and facilities.
- Coordinate office layout and ensure a comfortable working environment.

2. Communication and Correspondence:

- Handle incoming and outgoing correspondence, emails, and phone calls.
- Draft and review official letters, memos, and other communications.
- Maintain effective communication within the organization and with external stakeholders.

3. Documentation and Filing:

- Organize and manage records, files, and documents.
- Ensure proper filing and archiving systems are in place.
- Retrieve documents as needed and maintain confidentiality.

4. Human Resources Support:

- Maintain employee records, attendance, and leave management.
- Support onboarding and orientation of new employees.

5. Financial and Administrative Support:

- Assist in budget tracking, expense management, and financial reporting.
- Process invoices, receipts, and payments.
- Help in preparing financial documents for audits or reviews.

6. Client Services:

- Greet clients and visitors, provide information, and handle inquiries.
- Coordinate appointments and meetings with clients and prospective students.
- Maintain a professional and welcoming front desk experience.

7. Event Coordination:

- Assist in organizing workshops, seminars, and other events.
- Coordinate logistics, venue arrangements, and participant registrations.

8. Travel and Logistics:

- Arrange travel bookings, accommodations, and transportation for staff and clients.
- Handle logistics for study tours, visits to partner institutions, etc.

9. Data Management:

- Collect, compile, and maintain data related to student applications, enrollments, and inquiries.
- Generate reports and analyze data to support decision-making.

10. Compliance and Regulations:

- Ensure compliance with relevant laws, regulations, and company policies.
- Stay updated on changes in regulations that may affect the company.

11. Administrative Support:

- Assist senior management with administrative tasks and projects.
- Provide support in preparing presentations and reports.

12. Team Collaboration:

- Collaborate with other team members to achieve organizational goals.
- Contribute to a positive and productive work environment.

It's important for the Administrative Officer to be flexible, organized, and adaptable to meet the company's operational requirements. It's important to communicate and collaborate with other team members to ensure smooth management within the company.

Candidate Requirements:

We are seeking a dedicated and organized Admin Officer with a focus on providing administrative support for our PTE (Pearson Test of English) services, as well as educational opportunities in Australia and Canada. The ideal candidate should meet the following requirements:

1. Education:

- Hold a Bachelor's degree or higher in Business Administration, Management, or a related field.

2. Administrative Experience:

- Demonstrate a minimum of 3 years of administrative experience, preferably in an educational or study-abroad context.

3. Organizational Skills:

- Possess excellent organizational skills to manage multiple tasks, prioritize responsibilities, and maintain efficient workflows.

4. Communication Abilities:

- Exhibit strong written and verbal communication skills in both English and Nepali.
- Effectively communicate with students, colleagues, and external partners.

5. Attention to Detail:

- Show meticulous attention to detail when handling administrative tasks, documentation, and data entry.

6. Time Management:

- Efficiently manage time and resources to meet deadlines, schedules, and administrative requirements.

7. Customer Service Orientation:

- Provide courteous and prompt customer service to students and clients, addressing their inquiries and concerns.

8. Documentation Management:

- Maintain accurate and well-organized records, including student profiles, applications, and other relevant documents.

9. Tech Proficiency:

- Familiarity with relevant software and tools for document management, data entry, and communication.

10. Multitasking Abilities:

- Ability to handle multiple tasks simultaneously and effectively manage various administrative functions.

11. Team Collaboration:

- Work collaboratively with other administrative staff, counselors, and marketing teams to ensure smooth operations.

12. Adaptability:

- Be flexible and adaptable to changing requirements, work environments, and evolving processes.

13. Cultural Sensitivity:

- Exhibit cultural awareness and respect for diverse backgrounds, considering the international nature of the education field.

14. Problem-Solving Skills:

- Demonstrate the ability to address administrative challenges and find practical solutions.

15. Ethics and Integrity:

- Uphold high ethical standards and maintain confidentiality of sensitive student and organizational information.

16. Passion for Education:

- Display a genuine interest in supporting educational endeavors and helping students achieve their goals.

What we offer:

- An exceptional and welcoming working environment
- Possibilities for overtime along with compensated breaks
- A streamlined salary package featuring a bonus
- Provision of Provident Fund and Insurance benefits
- Allocation of paid annual leave
- Prospects for internal advancement within the organization

How to apply?

Kindly forward your professional resume along with a cover letter that addresses the job requirements to: info@smseducationsservices.com

If you meet these requirements and are enthusiastic about providing efficient administrative support for PTE services, as well as educational opportunities in Australia and Canada, we encourage you to submit your application. Please provide your resume and a well-structured cover letter outlining your relevant experience and explaining your motivation for applying to this role.

Kindly be informed that only candidates who are shortlisted will receive interview invitations. We kindly request that you refrain from making phone inquiries.

Application Closes: 18 August 2023 17:00