



CSR & Industry Interaction Cell

Campus Drive of “Webberz Educomp Limited Pvt. Ltd.”

About the Organization	Webberz Educomp Limited (www.webberz.in), Webberz’s mission as mentors: They aim to provide the best information about the IELTS, OET, PTE, CELPIP, Life Skills, English, Computer Education and Personality Grooming. Webberz Educomp Limited is known exactly what the examiners of above examinations want, and our advice is correct and reliable.
Eligibility	<ul style="list-style-type: none"> • Candidate must be a graduate in English Literature/Language. • Excellent command of spoken and written English. • Should know the IELTS / PTE system well and its exams. • Good Presentation and Teaching Skills. • An ability to communicate effectively with students and other candidates of all age groups and social backgrounds.
Compensation	Salary: 2 Lacs – 2.15 Lacs Per Annum (CTC), other company benefits are extra. Yearly upto 20% increment on CTC.
Job Description	<p>Job Profile: -</p> <p>1. IELTS Trainer</p> <ul style="list-style-type: none"> • Teaching IELTS & PTE including spoken English to the students. • Making teaching plans for the IELTS & PTE Program. • Managing the class, preparing the lessons to be delivered to the students. • Preparing and setting tests, examination papers, and exercises. • Marking and providing appropriate feedback to the students. • Attend walk-ins and telephonic queries for IELTS & PTE. • At least 6 months to 1 years of experience in IELTS & PTE Teaching will be preferred. • Fresher are eligible with excellent communication skills • Basic administration, such as keeping student registers and attendance records. <p>2. Visa Counselor</p> <ul style="list-style-type: none"> • The Visa and Immigration Consultant must oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly. • The Visa and Immigration Consultant must interview all clients and deal with all applications face to face and by post to ensure that the client is suitable. • You must oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government. • The Visa and Immigration Consultant must ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents. • The Visa and Immigration Consultant must prepare all fee quotes and any information required by clients, colleagues or authorities. • You must maintain strong working relationships with all clients and colleagues. • The Visa and Immigration Consultant must be able to help the client to obtain Visas, Green cards and other documentation required. • You must take full responsibility of all Immigration issues and operations, remaining up to date with any changes to legislation. • As the Visa and Immigration Consultant you may be required train some HR staff to enhance their understanding of immigration rules to help them to fulfill their roles to a high level.

Job Location	Sec,39 DLF Phase 5 Gurgaon Haryana
Recruitment Process	The selection procedure will be both online and offline. After registrations, the applications will be reviewed. Once the internal review is done, forms will be taken to next level that is Group Discussion followed by personal interview (For final face-to-face interview candidate have to go Delhi).
Registration Link	https://forms.gle/jT6ABo4iDcPNXBEA7
Last Date to apply	10th December , 2021
Joining Date	Immediately after selection.



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