

Program Consultant Intern - Job Description

Overview

Position:	Program Consultant Intern
Supervisor:	Center Manager
Type:	Permanent
Schedule:	40 hours/5 days/week, including weekends (Monday off)
Duration:	3 months
Starting time:	Immediately
Working location:	District 07, HCMC
Contact:	recruiting@e2.com.vn

About us

Everest Education was founded by Tony Ngo (Harvard Business School and Stanford University) and Don Le (Stanford University) to empower all learners, one student and one moment at a time. We help students to gain entrance and succeed in international academic environments. For our families, we strive to be their trusted education partner.

Through our network of learning centers and partner schools, we offer Math and English enrichment courses, test prep, college admissions consulting, private tutoring, as well as camps to students from Grade 1 to Grade 12 using our blended learning approach. To reach our goals, we continuously and ambitiously strive to find better ways to reach and to serve our students.

That's where you come in: We believe joining E2 at this growth-stage is a unique opportunity for you to help an organization achieve an ambitious vision and learn from experienced professionals. E2 teachers and operation staff come from diverse backgrounds and have different personalities, but we have one thing in common: real passion for education. Together, we are building a collaborative, innovative, and caring workplace where all employees are empowered to lead change and make an impact.

You will...

Program Consultant

- Have a target to conduct prospects and follow to get enrollments.
- Other tasks assigned by Direct Supervisor

Telesales

- Place phone calls to potential customers (Warm Leads) from our computerized directory using a script (with necessary adjustments) to ensure consistency of program
- Answer potential clients' questions about E2 and our product offerings
- Be the necessary bridge between Marketing team and PC team on customer follow-up
- Communicate respectfully and politely with potential customers at all times

Events:

- Support in reminding guests to participate in E2's upcoming events.
- Participate in organizing Marketing events.
- In charge of Admin tasks for PCs (Sales Admin).

You have...

- Completed or pursuing last year of undergraduate degree.
- Strong verbal and written communication skills in Vietnamese and English.
- Willingness to learn and open to feedback.

- Proactive, self-awareness, can-do attitude.
- Good communication skills.
- Strong commitment for at least 3 months.
- Computer literacy (Gmail, Google Spreadsheet, Excel).

You get...

- Internship Allowance: 5,000,000 VND/month
- Support for internship report stamping
- Participating in internal trainings and activities;
- Work in a dynamic, supportive and youthful environment;

Equal Opportunity Clause:

Everest Education is an equal opportunity company that employs personnel without regard to race, ethnicity, religion, gender, sexual orientation, age, marital status, physical and/or mental impairment, and socio-economic status. You will be held to our standards of excellence regardless of background.

Note: For legal compliance, we adhere to specific requirements for our workers subject to Vietnamese laws, including regulations regarding working permits for non-Vietnamese citizens.