



POLY English Vietnam is a part of KOREAPOLYSCHOOL (KPS) - a multinational educational organisation and the leading educational provider in Korea since 1999.

Founded over two decades with over 60 campuses, 2,500 team members and 37,000 students across Korea and Vietnam. Leading the Vietnam Step Up English program expansion.

Throughout our 20 year journey of excellence in 'learner centric' English education, we take great pride in the fact that innovation and technology lie at the very heart of our programs.

JOB DESCRIPTION

EDUCATION ADVISOR

JOB DESCRIPTION:

- Look for potential customers and source data
- Consult and advise customers about course information
- Provide and maintain good customer service
- Support the teaching team to ensure the best learning experience for students
- Cooperate with Academic and Operations teams to maintain efficient campus operations

REQUIREMENTS:

- College/University degree.
- Strong experience in sales (prior experience in the education sector would be a plus point)
- 'Customer service' mindset and result-oriented
- Good communication skills in Vietnamese and English (ability to coordinate and communicate clearly in English with academic teams)
- Networking and Problem Solving skills

- Ability to collaborate as a team player.
- Willingness to learn and adapt.
- Basic computer skills

BENEFITS:

- Competitive salary in line with experience and capability.
- Attractive commission on successful target achievement.
- Annual KPI evaluation for salary review.
- Social, health & unemployment insurance.
- Premium Healthcare insurance.
- Annual leave days: 12 days/year.
- Tuition fee discount for family members.

WORKING SCHEDULE: 43 hours/ week