

Position : Career Counsellor

Experience: 1-7 years of experience

Locations :

- Delhi NCR
- Meerut , UP
- Ghaziabad, UP
- Patiala , Punjab

Responsibilities

- Conduct individual counseling sessions with students to evaluate their career aspirations, interests, skills, and strengths.
- Offer tailored career guidance, resources, and tactics to assist individuals in making well-informed decisions about their professional journeys.
- Aid students in formulating and executing effective job search plans, encompassing resume construction, cover letter composition, and interview readiness.
- Administer and interpret career assessments to provide clients with valuable insights into their strengths, personality traits, and suitable career options.
- Stay current with industry trends, labor market information, and emerging job opportunities to provide informed advice to clients.
- Openness to travel extensively as required by project needs; during travel weeks, the role requires a 6-day work week.

Flexibility to visit schools and communities across assigned regions.

- Develop and conduct workshops, webinars, or seminars on topics related to careers, such as networking, job search strategies, and professional development.
- Maintain precise and confidential client records, ensuring compliance with applicable privacy regulations.
- Collaborate with team members and external partners to deliver comprehensive career support services.
- Demonstrate awareness of ground-level career awareness in India.

Qualifications:

- Bachelor's degree in [relevant field, e.g., Counseling, Psychology, Human Resources] (Master's degree preferred).
- Proven experience in career counseling or related roles, with a track record of helping clients achieve their career goals and an experience in helping students prepare for overseas education.
- Strong knowledge of career development theories, job search strategies, and employment trends.
- Excellent communication and interpersonal skills, with the ability to build rapport and establish trust with clients.
- Proficiency in using career assessment tools and resources.
- Familiarity with relevant software and technology, including Microsoft Office Suite and career management platforms.
- Certification in career counseling or related fields (e.g., National Certified Counselor, Certified Career Development Facilitator) is a plus.

Interested candidates please send your cv at :- mehak.garg@idreamcareer.com