



GSM Admission Counselor

Location: Hanoi, Vietnam
In-Person Position

About Us:

Global Student Mobility (GSM) is a leading master agent specializing in B2B partnerships between regionally accredited U.S. universities and colleges and study abroad agencies. With a primary focus on Vietnam and plans to expand across Southeast Asia, GSM aims to become the largest U.S. recruitment agency in the region by volume within three years.

Position Overview:

As an **Admission Counselor**, you will play a key role in processing and managing student applications, supporting agency partners, and contributing to the growth and development of GSM. Reporting directly to the Vietnamese Director and collaborating closely with the British Director, you will be part of a dynamic and expanding team of 10 people in Hanoi and an Agency Relationship Manager in Saigon.

Key Responsibilities:

- Respond to inquiries from agency partners regarding student applications, recommending suitable schools and programs based on their needs.
- Review, process, and submit student applications to U.S. university partners on behalf of agency partners.
- Develop, document, and enhance processes related to application management.
- Assist in coordinating events, seminars, and training sessions involving agency partners and U.S. educators in Vietnam.
- Participate in training sessions conducted by U.S. university partners (via Zoom and in-person).
- Take on additional tasks as needed to support GSM's operations and goals.

Who We're Looking For:

- Fluent English and native-level Vietnamese.
- **Whilst candidates with no prior experience will be considered current priority is candidates with 1-3 years experience as an admission counselor for Big Four country destinations (US, UK, Canada or Aus) either b2b or b2c**
- Strong communication and organizational skills.
- Logical and analytical thinker with creativity, positivity, and a proactive attitude.
- Proficient in Microsoft Office; basic design skills are a bonus.
- Responsible and meticulous with sensitive documents and data.
- Able to work full-time (Monday to Friday, 9:00 AM – 6:00 PM); overtime is compensated.
- Must have a personal vehicle and laptop. After the probationary period, a PC/laptop will be provided.

What We Offer:

Employee Benefits:

In adherence to Vietnam Labor Law, employee benefits include:

- Social insurance
- Health insurance
- Unemployment insurance
- Travel expenses

Holidays:

Entitlement to paid annual leave:

- 12 days of paid leave annually
- Public holidays, including:
 - New Year's Day
 - Tet Holiday
 - Hung Kings Temple Festival
 - Reunification Day
 - International Labor Day
 - National Day

Salary and Bonus:

- **Initial salary:** Net **9M VND** with no experience and up to **11M VND** based on experience (all employee tax and welfare contributions paid by GSM).
- **Bonuses:**
 - 13th-month salary (Tet bonus).
 - Biannual performance-based bonus.
- **Currency:** VND.

Additional Benefits:

- Comprehensive training and onboarding.
- Opportunities for rapid promotion as the company expands.
- Business travel and participation in GSM events locally and internationally.
- Direct mentorship from company directors.
- Work-from-home option once per week.
- Be part of a growing company with significant career growth opportunities.

Join us at GSM and contribute to shaping the future of international education!