

ApexWriters Professional Services India's leading consultancy for MBA admissions			
Job Title:	Consultant	Date:	September 2011
Job Description:			
Responsibilities:			
<ul style="list-style-type: none"> • Holding brainstorming sessions and mentoring MBA applicants for selection of schools, application strategy and story selection • Critiquing essays in depth, providing help in selection of referees, reviewing and editing the application resume • Conducting mock interview sessions – identifying areas for improvement and suggesting changes to present their best candidacy 			
Job Location:	Online	Profile:	Alumni from top schools only
Job Role:	Consultancy	Joining Date:	TBD
Employment Status:	Part-time	Employment Type:	Contract
Monthly Salary:	No Bar	Manages Others:	No
No. of Vacancies:	Open	Work hours:	As per your committed time
Skills:			
<p>Must possess excellent critical and analytical thinking abilities; be able to consistently make intelligent decisions under pressure; possess good judgment and attitude, and be highly dependable</p> <ul style="list-style-type: none"> • Ability to formulate application strategy and provide critical feedback to clients; experience of working in the admission committee of your school would be an advantage • Must be creative and flexible • Must have strong work ethics • Must be able to work under pressure and meet the deadlines under all conditions • Must speak English fluently and have solid communication skills <p>Selected candidates will go through a two-step screening. The chosen candidates will be offered the position in 2 working days</p>			



ApexWriters.com

-Setting your personalized application strategy

Next Steps:

Please send your updated resume and a cover letter (mentioning details about your previous experience in counseling B-school applicants/editing essays) to jobs@apexwriters.com and respond to the following:

- Expected compensation
- Time willing to spend per day/per week
- Details about computer and internet connection

We will get in touch with suitable candidates and take it further.

Please Send Application to:

Name:	Shalini	Email:	jobs@apexwriters.com
--------------	---------	---------------	----------------------