**Key Responsibilities:**

* **Career Guidance and Counseling:**
  + Provide one-on-one career counseling sessions to clients, helping them identify their interests, skills, values, and goals.
  + Conduct assessments and use career tests/tools to help clients understand their career preferences and strengths.
  + Guide individuals in exploring various career options and opportunities, considering factors like qualifications, experience, and market trends.
* **Job Search Support:**
  + Advise clients on creating and optimizing their resumes, cover letters, and LinkedIn profiles.
  + Provide job search strategies, including networking, job boards, and industry-specific resources.
  + Conduct mock interviews and offer feedback to prepare clients for real-world job interviews.
* **Career Development:**
  + Support individuals in setting short-term and long-term career goals and creating action plans for achieving them.
  + Advise on professional development opportunities, including further education, certifications, and skill development.
  + Assist clients with career transitions, such as moving to new roles, industries, or handling layoffs.
* **Workshops and Seminars:**
  + Design and deliver workshops or seminars on topics like career planning, resume writing, job interview skills, and personal branding.
  + Organize group counseling sessions and career-focused events such as job fairs and networking meetings.
* **Employer Liaison:**
  + Establish and maintain relationships with potential employers, industry professionals, and organizations to gather insights on market trends and job openings.
  + Advise on employer expectations and hiring trends within different sectors.
* **Follow-Up and Progress Monitoring:**
  + Monitor client progress and follow up to provide ongoing support or adjustment of career plans.
  + Track the success of career services and provide regular reports to management regarding outcomes and client feedback.