

VACANCY NOTICE

POSITION	Senior Recruitment Officer
LOCATION	Kuala Lumpur / Selangor
INDUSTRY	Education

Represent the University in raising its brand and profile, both locally and globally, and contributing to the achievement of ambitious targets for domestic and international student recruitment as part of the University's Growth Strategy.

To be an effective, efficient and supportive member of the University Recruitment, Admissions and Marketing team to work collaboratively and actively to increase student recruitment, and work seamlessly with admissions processes. As necessary, also to liaise with Student Administration and Services colleagues in the facilitation of current student activities

JOB SUMMARY

- Perform recruitment functions and deliver targets, maximising the conversion rates from enquiry to acceptances, through responsible, customer-centric and focused services, ensuring all stakeholders are provided timely and accurate information and responses through various media, including emails, calls and visits to the stakeholders
- Contribute to the organisation of all the University's recruitment events, both on campus (including University Open Days, recruitment agents training, schools, industrial partners etc.), off campus and online. Organise, attend and report on induction week activities for new students, and lead on training and coordination of student ambassadors to support recruitment events and open days.
- Ensure appropriate use and backup of databases and CRM systems

JOB REQUIREMENTS

- Bachelor Degree in Marketing/Sales or any related fields
- Minimum 5 years of working experience in similar area and industry
- Willingness to work occasional weekends for either open days or recruitment events
- Very good standard of spoken and written English