

VACANCY NOTICE

REF: C051222

POSITION	EXECUTIVE, ENROLMENT & ADMISSION
LOCATION	PENANG, MALAYSIA
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

- Manage and work closely with high schools, to engage with prospective students and build brand awareness.
- Plan, conduct and manage student recruitment events and other states to engage with prospect students and build brand awareness.
- Provide programme counselling session to prospective students/parents.
- Develop a good relationship between college and potential students, parents, teachers and other related parties.
- Attend to all walk in, email enquiries and incoming calls that is related to enrolment and admission matters.
- Follow-up closely on leads, course advising and enrolment.
- Participate in education fairs and other recruitment events when necessary.
- To coordinate with local and international recruitment agencies in student recruitment related matters.
- Perform the day-to-day administrative duties.
- Work closely with the marketing team to develop promotional materials for the institution.

JOB REQUIREMENTS

- Preferably a bachelor's degree holder.
- Fluent in English – Verbal and Written.
- Fluent in spoken and written Mandarin and Bahasa Malaysia, as well as other local dialects will be an added advantage.
- Experienced in the area of student recruitment for Education Industry.
- Comfortable communicating with recruitment agencies, school teachers, students and parents on a frequent basis.
- Creative in solving problems, and a great team player.
- Has a valid driving license and willing to travel for school events, education fairs and other student recruitment activities.
- Willing to work on weekends.
- Willing to be posted to other state for work (when necessary).
- Result driven, ambitious to achieve the student enrolment target.
- Interested to pursue a career in the education industry.