

VACANCY NOTICE

Senior Recruitment Officer

- Responsible for recruitment, conversation rates and customer centric and focused services.
- To organized, attend and report on student recruitment activities in assigned markets such as recruitment agents, schools, foundations, event organizers, industrial partners and students to achieve targets.
- Manage & responsible for agent's training and services, providing support needed to successfully recruit students
- Familiar with and utilise the CRM system to ensure that prospects from the designated markets are communicated with swiftly and appropriately.
- Liaise with Student Association and lead on training and coordination of student ambassadors to support recruitment events and open days.
- Assist in duties such as organization of events in and off campus.

Applicants applying for the Senior Recruitment Officer positions should possess qualifications and experience which include:

- Degree in Marketing or related field.
- Minimum 2 years working experience in education industry environment is essential
- Strong business orientation, good negotiation skills
- Confident in counselling and delivering presentations
- Excellent in writing & spoken in English
- Flexible to work on unusual hours and weekend