

JOB DESCRIPTION

Title : Admissions and Marketing Officer
Reports to : Director of Marketing and Senior Admissions Executive
Department : Central Administration

Responsibilities

1. Assist to respond to all admission enquiries – via telephone, emails etc.
2. Follow-up on all admission enquiries
3. Arrange and conduct school tours as required
4. Ensure all registration details are accurately completed
5. Co- ordinate entrance assessment as required
6. Assist to manage student files
7. Ensure all references, questionnaires and other documentation are updated as required
8. Assist in student entry data, maintain and update the school database/ management system when required
9. Participate in internal and external marketing events organized by the school
10. Assist in the process of application/ renewal/ cancellation of required documentation for non-Malaysian students
11. Manage the preparation, replacement and termination of access cards
12. Carry out duties as may be determined from time to time to fall within the remit of the post

Candidate must:

1. Be proficient in English and Mandarin. Knowledge of some local dialects would be an advantage.
2. Be able to work during term breaks
3. Experience in private/international school admissions would be an advantage