



# St. Joseph's Institution International School

## JOB DESCRIPTION

### ANNEX 1

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Title: Marketing and Admissions Executive

Reports to: Senior Manager Admissions & Head of Marketing and Admissions

Department: Central Administration

#### **Responsibilities**

1. Be directly responsible for the administration of all visa matters for international students (both students and guardians) and liaise with visa agents and/or parents on related enquiries and application status.
2. Coordinate school tours/visits.
3. Coordinate placement testing for prospective students.
4. Maintenance of accurate record of parent/student details and a funnel of all prospective new students e.g. in iSAMS, and/or other admissions systems, and ensuring that they are current and readily available.
5. To work closely with the Marketing and Communications Director and assist with marketing activities.
6. Attend promotional events such as Open Days, education exhibitions, etc. in support of the Marketing and Communications Department.
7. A second person for managing students' transport matters.
8. Support other ad-hoc projects as assigned.

#### **Requirements**

1. Good English skills.
2. Excellent verbal and communication skills. The ability to speak foreign languages, particularly Mandarin is preferred.
3. A great sense of self-motivation, ambition and determination.
4. Excellent analytical and numerical skills. Attention to details.
5. Proficient in Microsoft Office.
6. At least 2 years of working experience. Admissions experience in an international school is preferred.
7. Bachelor's degree or equivalent.