St. Joseph's Institution International School

JOB DESCRIPTION

Job Title: Marketing and Admissions, Executive

Reports to: Head of Marketing and Admissions

Department: Central Administration

Responsibilities:

1. Key point of contact for prospective parents enquiring about admission.
2. Handling enquiries from prospective parents through telephone, e-mail and walk-ins.
3. Providing accurate and factual schooling information to potential parents and advising them on the entry requirements and admissions procedures.
4. Scheduling appointments for parents to visit the school and conduct school tours.
5. Assist with compilation of enquiries data as and when required by the line manager or the Head of School.
6. Assist with 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.
7. To coordinate and arrange student transport for school activities and trips, and to liaise with teachers regarding transport arrangements.
8. Responsible for contacting parents to schedule the admissions assessment for the child/children.
9. To organise the admissions assessment for all applicants seeking admissions except for Preschool and Kindergarten applicants.
10. To communicate the outcome of applications with families and prepare relevant letters to them as a follow-up, e.g. Letter of Offer, Letter of Rejection
11. Maintenance of an 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 andreadily available.
12. To work closely with the Head of Marketing and Admissions and assist with marketing activities.
13. Attend promotional events such as Open Days, education exhibitions, etc., in support of the Marketing and Admissions Department.
14. Assist in managing the daily affairs of all the marketing and admissions-related portfolios of the school.
15. Support other ad-hoc projects as assigned.

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Requirements:

1. Good command of English in both written and spoken.
2. Excellent verbal and communication skills. The ability to speak foreign languages, particularly Mandarin, will be added advantage.
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. Fresh graduates are encouraged to apply.
7. Bachelor's degree or equivalent.