

# VACANCY NOTICE

REF: C15082024

<b>POSITION</b>	<b>EXECUTIVE, ENROLMENT &amp; ADMISSION</b>
<b>LOCATION</b>	<b>KUALA LUMPUR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

- Manage and work closely with High Schools, to engage with prospective students and build brand awareness.
- Provide programme counselling session to prospective students/parents.
- Attend to all walk-ins, email enquiries and incoming calls/emails related to Enrolment & Admissions matters.
- Plan, conduct and manage Marketing events in other states (ie: Ipoh, Penang, East Coast and East Malaysia, etc.) to engage with prospect students and build brand awareness.
- To attend external Education Fairs or School Talks as and when assigned by your direct superior.
- Work closely with the Marketing & Communications Unit to develop promotional materials for the College.
- To perform any other duties as and when assigned by the direct superior or Senior Management Team.

## JOB REQUIREMENTS

- Bachelor's Degree in Marketing, Business or related fields
- 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.
- Result driven, ambitious to achieve the student enrolment target.