



PR/094335 | Senior Student Recruitment Representative

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1536310

Industry

Education

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:55

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Senior Student Recruitment Representative

We are looking for Senior Student Recruitment Representative

COMPANY OVERVIEW

Our client is an International University in Vietnam

JOB RESPONSIBILITIES

- Actively update information and promote recruitment for MBA, and postgraduate programs.
- Provide excellent consultation on course information, campus tours, admission processes, policies, entry requirements, scholarships, and financial aid opportunities.
- Follow up consistently with prospective students and parents via email, phone, online meetings, and face-to-face

appointments to support application and enrollment processes.

- Build and execute an annual admissions plan to achieve personal and team recruitment targets with high-quality performance and conversion rates.
- Deliver outstanding customer service by addressing student and parent concerns, including documentation and administrative tasks.
- Develop and maintain strong working relationships with departments such as Marketing Communication, Admissions Office, and Student Services to support recruitment and enrollment processes.
- Generate and develop recruitment sources from professional and personal networks to increase potential leads and enrollments, in addition to existing channels.
- Ensure the prospective student database is comprehensively updated, easily accessible, trackable, reportable, and analyzable.
- Continuously follow CRM guidelines to master key system functions and updates.
- Develop and implement strategies, plans, and tactics based on individual student databases, including email, phone, and appointment plans.
- Supervise and support junior peers in their daily tasks to improve individual and team performance.
- Actively participate in internal, promotional, and student recruitment events and seminars, including those held on weekends and in different provinces or overseas.
- Conduct periodic market research to stay updated on education industry knowledge and trends, particularly in the international university sector.
- Prepare and submit reports and proposals as requested by the Line manager.
- Undertake any other assignments or duties as required by management.

JOB REQUIREMENTS

- Vietnamese national.
- Bachelor's degree in a relevant field, preferably in Business, Foreign Languages, or a related discipline.
- At least 2 years of proven experience in consultancy, sales, or customer service, with a minimum of 1 year in the education sector, preferably in international higher education or with a track record of relevant work demonstrating student recruitment ability.
- Excellent selling, consulting, and presentation skills, with a strong sales aptitude, customer focus, and relationship-building abilities.
- Proven attention to detail and accuracy in information handling.
- Ability to work effectively under pressure to meet individual and team targets.
- Exceptional written and verbal communication skills in both Vietnamese and English.
- Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook, Teams).

BENEFITS

- Competitive salary package based on qualifications and experience, plus benefits.
- 13th-month Tet bonus and annual cost of living adjustments.
- Performance-based annual salary increases, bonuses, and recognition programs

Company Description