



PR/094335 | Senior Student Recruitment Representative

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1541351

業種

教育・学校

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年06月17日 11:02

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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