



## PR/094333 | Student Recruitment Partnership

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1509526

**Industry**

Education

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:42

### 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

**Company and Job Overview**

JAC's client is an international university in Vietnam.

Location: Ho Chi Minh City

Work type: Hybrid

**Job Responsibilities**
**Student Recruitment**

- Actively promote recruitment to the University's programmes.
- Provide high quality and consistent performance to achieve personal and the team's student recruitment target by getting new applicants to the University's available programmes for later conversion.
- Provide high conversion rate in sales process to maximise numbers of quality leads, enquiries which lead to applications and enrolments and minimise numbers of inactive (lost) leads.
- Consult and convert the inquiry into applications and carry the necessary customer care activities to support & retain the applications to convert into enrolments.

**Account develop and management – Develop and manage current channels and networks allocated by SRC and actively develop and manage personal accounts**

- To develop relationship and manage agent & recommender system.

- Explore and access new potential markets
- Develop and manage approved commission scheme for agents & recommenders.
- Organise frequent training sessions with agents, recommenders to provide updates about the University and strengthen relationship.
- To develop own recruitment sources from personal network and channels to increase number of potential leads and enrolments.
- Establish and maintain own network of recruitment recommenders and agents from different sectors such as insurance, luxury goods, real-estate etc. with aggressive and careful manner.
- Manage all recruitment sources and channels with appropriate and effective account management methods.

**Database management**

- Liaise closely with data management staffs and internal audit to ensure the sales database is updated comprehensively, easy to approach, trackable and analysable.
- To develop and implement strategies, plans and tactics according to all personal sales database.

**General**

- To provide high quality of customer care and services to potential prospects, enquiries, students as well as other internal and external stakeholders.
- To prepare and submit periodic reports requested by Line manager.
- To actively take part and take charge in the organisation's internal and public events including sales events, Open Days, school events, workshops, consultation booths, fairs & exhibitions etc.
- To undertake any other assignments as delegated by Line manager.

**Job Requirements**

- Vietnamese national
- Bachelor's degree in relevant discipline & preferably in Marketing or Business Management
- Minimum 02 years proven experience in a similar position with a background from a customer services or sales environment.
- Having relationships with local and international Agents is preferred.
- Preferably candidates having both B2B & B2C sales experience
- Excellent selling skills, with a strong sales aptitude, customer focus and relationship building
- Strong leadership skills
- Strong problem solving and analytical skills
- Good in planning and especially in execution
- Excellent written and verbal communication skills in both Vietnamese and English
- Computer literacy in MS office applications (Word, Excel, Power Point, Outlook)
- Ability to work under pressure, individually or in team.

#LI-JACVN

---

Company Description