



PR/094333 | Student Recruitment Partnership

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513553

Industry

Education

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 03:00

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