



## PR/094335 | Senior Student Recruitment Representative

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1513555

**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

#### 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

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#### Company Description