

QS Enrolment Solutions

Regional Recruitment Officer

QS Enrolment Solutions is a leading provider of international enrolment management solutions to universities worldwide. In order to achieve our business objectives and deliver outstanding service to our clients, it is critical that we keep a continuous focus in helping our employees advance their skills and knowledge.

The Regional Recruitment Officer will be responsible for the promotion of our client's brand, development of partner networks and relationships and recruitment of international students.

He/She will have a specific regional focus and will be expected to work closely with our client to develop and execute a successful international marketing and recruitment strategy in the region. Significant overseas travel and a flexible approach to working patterns is expected.

Responsibilities:

- Undertake recruitment and promotional visits in the region, including representing our client at educational exhibitions, meeting in-country representatives or partners, meeting prospective students or parents and advising them on study in the UK and at our client institution.
- Work as part of a team to develop and execute an effective regional recruitment strategy, marketing plan and activity calendar.
- Provide support and in-country training to appointed representatives to ensure that they are kept up-to-date of key developments in the client institution.
- Maintain strong working relationships with appointed representatives and partners
- Provide effective face-to-face guidance and engagement with international students and their parents throughout the student journey, with the aim of conversion.
- Manage projects and assignments under the direction of the Director of Operations relating to the operational work underpinning the service delivery for our clients.
- Undertake market research and produce country and market analysis, contributing to the ongoing development and implementation of international student recruitment activity
- Effective and efficient use of external and internal tools and software e.g. CRMS to maintain accurate and complete data records.
- Ensure that excellent customer service is provided at all times to international representatives, prospective students and parents through all channels.
- Effectively manage the planning and budgeting of resources to optimize regional recruitment activities.

Requirements:

- Bachelor Degree or Equivalent. Study abroad experience in the UK will be valuable.
- Highly proficient in written and spoken English.
- At least three (3) years of working experience with one year in an international office environment in higher education.
- Excellent communication and presentation skills.
- Experience in the UK higher education market, including UCAS and UK visa requirements will be advantageous.
- Candidates with knowledge and experience in key markets in Southeast Asia.
- Familiar with sales tools, processes and technologies.
- Extensive (>50%) travel will be required.

Interested? Please send your resume to veronica.ling@qs.com to apply.