

Position: Sales Admin Executive

- 1) Provide consultation services to student, recruitment agents and corporate client interest in programs and services. Through proper advice, attending to walk-ins, telephone inquiries, emails, and other communications.
- 2) Provide timely and accurate advice to support students in admission, advancement, instalments, enrolment Program, and other professional programs' admission requirements.
- 3) Conducting research & collecting data to identify new sources of student recruitment.
- 4) Assists in prepare sales action plans and schedules to identify specific new accounts and sales targets and to project the number of program enrolments to be made Manage and work towards achieving assigned student recruitment target.
- 7) Campaigning and handle social and/or digital media recruitment channels with the support of HQ marketing department.
- 8) Assisting the Sales Manager in implementing sales and customer engagement initiatives designed to enhance the value of learning with and raise the profile, quality, and prestige of new programs and partners' professional qualifications designation.
- 9) Active support for the wider business development team and maintaining market and product knowledge.
- 10) Provide Accuracy of database information, timeliness of responses, recognition and fulfilment of prescribed standards and deadlines.
- 11) Compiling and feedback on market recruitment trends, intelligence and competitor analysis.
- 12) Organising educational and recruitment events and exhibitions. Monitoring performance of assigned campaign and on-site show.