

Stalford Education Group

Social Media Marketing Executive

Job Responsibilities

- Plan, develop, and execute social media strategies across platforms such as Facebook, Instagram, LinkedIn, and TikTok to enhance brand awareness and engagement.
- Manage day-to-day social media operations, including content creation, scheduling, publishing, community management, and audience engagement.
- Monitor, analyse, and report on social media performance using relevant analytics tools, providing actionable recommendations to optimise campaign effectiveness.
- Collaborate with the Marketing and Admissions teams to support student recruitment campaigns, promotional activities, and events.
- Conduct market research, emerging trends, and industry best practices to identify opportunities for growth.
- Keep abreast of the latest social media trends, digital marketing tools, and platform updates to ensure effective implementation of marketing initiatives.

Job Requirements

- Diploma in Marketing, Communications, Mass Communication, Business, or a related discipline.
- Prior experience in social media marketing, digital marketing, or content marketing is preferred.
- Fresh Graduates are welcome to apply.
- Hands-on experience with social media management and analytics tools such as Meta Business Suite, Hootsuite, Google Analytics, or similar platforms will be an advantage.
- Excellent copywriting, content creation, communication, and analytical skills.
- Creative, proactive, resourceful, and able to work independently as well as collaboratively in a team environment.

Interested applicants are invited to send your resume to careers@stalford.edu.sg. We appreciate your interest in joining our team and look forward to reviewing your application.

Stalford Education Group

Customer Service Executive

Job Responsibilities

- Attend to walk-in customers and incoming phone enquiries
- Provide course information and consultation to prospective customer and follow-up promptly to the enquires to support student enrolment
- Process new student registrations, enrolments, payments, and related administrative documentation accurately
- Maintain and update student records and perform general administrative duties, including data entry, filing, and documentation
- Provide administrative support to teachers and centre operations, including the preparation and organisation of materials for classes
- Perform other ad-hoc duties and administrative tasks as assigned

Job Requirements

- Diploma in Marketing, Communications, Mass Communication, Business, or a related discipline.
- Minimum Diploma qualification or equivalent
- Prior experience in customer service, education, retail, hospitality, or administrative roles will be an advantage
- Friendly, approachable, and comfortable interacting with students and parents.
- Strong interpersonal and communication skills, both verbal and written.
- Able to work independently as well as effectively as part of a team
- Meticulous, organised, and systematic in handling administrative tasks and documentation
- Proficient in Microsoft Word and Excel
- Willing to work on rotating shifts, including weekends and public holidays
- Work location : Simei, Pasir Ris, Bedok, Sengkang, Punggol, Jurong, Tengah, Bukit Panjang, Yishun, Tiong Bahru

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