

International school is looking for a **French speaking Recruitment Executive** to provide recruitment management for their undergraduate full-time degree programme. The primary responsibility is to successfully recruit and screen candidates for their campus. The Recruitment Executive will report to the Head of Marketing, Admissions and Communications. This is a varied and demanding role that requires a good understanding of management education and higher education markets. Frequent travel within the UK and abroad at recruitment fairs and events are required.

**ROLE:**

***Planning and Evaluation***

- Delivering of required volume of recruited students through developing and implementing an agreed recruitment plan and budget
- Monitoring and measuring the effectiveness of the plans according to key performance indicators, providing weekly and annual recruitment reports to stakeholders.
- Working closely with colleagues in marketing and admissions

***Recruitment***

- Building and maintaining relationships on an international scale with a number of key recruitment sources including local representatives, alumni and commercial partners.
- Building and maintaining a large network of high school counsellors, education fair providers, as well as stakeholders, such as career services, societies, programme office
- Researching new potential recruitment opportunities (e.g. higher education fairs, school visits).
- Booking and coordinating logistics for Bachelor-related events
- Representing the School at on-campus/off-campus recruitment events both locally and internationally.
- Managing Student Ambassadors to support you with delivering the recruitment strategy and events; motivating them and providing feedback
- Building strong internal relationships with colleagues across the Marketing, Recruitment and Admissions team in all campuses.

***Communications and Marketing***

- Managing leads pipeline through CRM system and ensure timely follow up.
- Ensuring communication from initial enquiry through to application submitted.
- Developing a schedule of regular email communications to enquirers to promote the programme/school/events, as required.
- Working closely with the marketing team to implement regular communications plan to prospective candidates.

***Benchmarking and Research:***

- Undertake regular competitor analysis and identifying new recruitment events and market opportunities

**PROFILE:**

- Fluent French and English – written and verbal, another European language will be a plus

- Educated to degree level or equivalent
- Background in higher education recruitment, especially in UK and USA markets
- Up-to-date awareness of the student recruitment landscape, including a good understanding of our competitors
- Experience in international recruitment or sales-oriented role in a client-focused service desirable
- Excellent organisational and IT skills
- Ability to work independently, especially away from the office
- Confident and clear communicator across different audiences
- Excellent presentation skills and professionalism, able to adapt to a large or small scale
- Strong project management skills and the ability to analyse and interpret data
- A willingness to travel frequently
- Valid passport that is current and in good standing
- Valid driver's license in good standing a plus

### **SALARY**

£30K + excellent benefits including amazing employer pension contribution, 6 weeks holidays, insurance etc.