



THE INTERNATIONAL SCHOOL
@ PARKCITY

K U A L A L U M P U R

Job Description - Admissions Officer

As Admissions Officer, you will be reporting directly to the Admissions Manager:

- Monitoring and updating of all information relating to admissions
- Providing current admissions status of available places
- Responding to incoming telephone calls, emails and requests for information on age-year level, class sizes, term dates, fee structure, facilities, dining and transport provision
- Managing incoming applications and documentation
- Offering personal guidance to prospective parents during all stages of the Admissions process
- Arranging tours for prospective parents to view the School
- Coordinating with academic team and invite applicants for assessments / organising internal and online assessments
- Compile and send standard letters to prospective parents / current schools
- Maintain effective filing system of all students' records
- Assist in organising school open days.
- Any other duties as assigned
- To liaise with government department relating to student visa application and any further requirements.
- Preferably with 2 years of working experience in a similar environment.
- Ability to speak Mandarin would be an added advantage.