

The International School @ ParkCity, located in the exclusive residential area of Desa ParkCity (www.desaparkcity.com), Kuala Lumpur, Malaysia, opened in September 2011 and quickly established itself as a special and dynamic place for children to learn. Student enrolment is approaching 1000 across the 3 to 18 years age range. ISP recognizes that the caliber of the staff appointed is paramount to creating this unique learning environment and seeks to recruit people who complement each other with the aim of becoming better at everything that we do. We invite suitably qualified applicants to apply for the post of:

Marketing & Admissions Executive

As Marketing & Admissions Executive you will report directly to the Marketing & Operations Manager:

Main Duties & Responsibilities (*not exhaustive*)

- Proactively be aware of, attend, and report on events happening in the school.
- Promote the school via the website, social media, publications, etc.
- Develop and oversee the publication of relevant marketing materials.
- Develop links with the media, MNCs, relocation agents, Kindergartens, Embassies, etc.
- Assist in organising and managing Open Days, press tours, photography, videos, editing, etc.
- Update the school website as appropriate (*training provided if required*).
- Arrange and take tours for prospective students/parents to view the school.
- Be aware of the current admissions status of available student places.
- Respond to incoming telephone calls, emails and requests for information on the school.
- Manage incoming applications and documentation.
- Offer personal guidance to prospective parents during all stages of the Admissions process.
- Liaise with the academic staff to arrange visits, assessments, etc, of prospective students.
- Any other reasonable request made by your line manager.

Personal characteristics & attributes:

- Must enjoy being with children and people in general.
- Must have a friendly, positive and proactive attitude and be keen learn new things.
- Must have good interpersonal, administrative and communication skills.
- Must have a good command of English and be a competent user of IT.
- Have a Degree, Diploma or STPM holder in related discipline.
- Preferably have experience in Marketing or Admissions in the education industry.
- Knowledge of and experience with marketing strategies highly desirable.
- Applicants should be Malaysian citizens.

For information on the school and the application process, please visit our website www.ISP.edu.my.

For more information on the location of the school, please visit www.desaparkcity.com

Note: Applications will be considered until the post is filled. Only shortlisted candidates will be notified.