

Boarder Service & Marketing Executive

Looking for someone..

- ✓ Good working attitude and willing to work as a team.
- ✓ Comfortable to engage with different groups of people (e.g students, parents, agents, guardians etc).
- ✓ Proficiency in English and having an additional language (Chinese/ Korean/ Japanese/ Thai etc) is an advantage.
- ✓ 8 hours a day but willing to work some evenings and weekends (therefore work hours to be discussed)

Job Description:

Parents/Guardians/Agents level

- Marketing and Following up on interested clients
- Liaising with agents/schools
- Processing of applicants - ensuring criteria and documents are verified
- Arranging of interviews
- Liaising with different parties to close the deal

Boarders level

- Boarders Check in
- Ensuring finance/boarding/admin is settled
- Proper handover of boarders to other department
- Ensuring new boarders are settled in

Requirement:

- Singaporean / PR only
- 21 years and above
- Comfortable working in a Christian organization
- Degree not required
- Must have experience working with youth
- Basic computer knowledge, experience in social media marketing an advantage