



OZFORD

Pathway to a Successful Career

Oxford.edu.au

Recruitment Officers (Spanish, Korean, Tagalog, Italian, Russian, Mandarin, Thai, Vietnamese or Hindi)

Oxford Education Group is a well-established, Registered Training Organisation (RTO) English Language Centre (ELICOS), Victorian Private High School and a Higher Education provider.

Purpose of the Position:

You will be responsible for increasing student enrolments, liaising with agents, meeting set targets, working closely with the marketing and admissions team and other departments to maximise the enrolment outcomes for Oxford Education Group.

Key Responsibilities:

- ✓ Develop and implement market ideas for the designated international and onshore markets
- ✓ Manage and foster relationships with local and overseas education agents and all other interested stakeholders
- ✓ Manage prospective students including walk-ins, email, online and telephone enquiries
- ✓ Participate in selected promotional activities in Australia and overseas
- ✓ Research on market trends, seek new ideas and opportunities

Other Responsibilities include:

Supporting Student Services Department with:

- ✓ Supporting academic staff in counselling students with language needs
- ✓ Covering for colleagues when they are away on business trips or on leaves
- ✓ Training new staff as required
- ✓ Create marketing materials for specific markets

Essential Selection Criteria

- ✓ Fluency in a second language from any of the following: Spanish, Korean, Tagalog, Italian, Russian, Mandarin, Thai, Vietnamese or Hindi
- ✓ Extraordinary customer service skills
- ✓ Demonstrated skill and experience in providing advice, guidance and support to students/customers
- ✓ Experience working with international students
- ✓ Excellent English communication and interpersonal skills, both written and spoken
- ✓ Intermediate technical skills (database, LMS, excel, email management etc.)
- ✓ Experience in using social media applications
- ✓ A passion for education and sensitivity to the cultural and language issues facing our overseas students
- ✓ Ability to work independently and as part of a team
- ✓ Flexible, energetic and friendly personality

What are we looking for?

- ✓ High level of sales and marketing experience
- ✓ Sales driven and motivated to achieve outstanding results
- ✓ Professional dress code
- ✓ A willingness to learn and grow the education sector for the Oxford Group
- ✓ High level of professional conduct at all times

Please note: Only shortlisted applicants will be contacted

Oxford Institute of Higher Education

ABN 33 165 694 351

CRICOS No. 03429B

Oxford College of Business

ABN 82 106 243 378

RTO No. 21442

CRICOS No. 02573B

Oxford College

ABN 41 102 265 225

Registered School No. 2016

CRICOS No. 02427A

Oxford English Language Centre

ABN 35 100 454 475

CRICOS No. 02501G