



## **Admissions Executive October 2024 £32,000- £39,000 per annum**

ESCP Business School is seeking a dynamic and driven Admissions Executive to join our London Campus in Northwest London. If you're eager to contribute to the world's oldest business school, founded on European multiculturalism, and thrive in a culture that champions innovation, collaboration, and personal growth, this could be the perfect role for you.

As an Admissions Executive, you will play a pivotal role in ensuring a transparent and efficient admissions process, adhering to strict timelines, policies, and procedures while providing outstanding customer service both independently and as part of a global team. You will represent ESCP Business School with professionalism, overseeing the successful admissions.

If you are passionate about delivering exceptional results and driving high student enrolment, we want to hear from you.

### **Knowledge Skills and Experience**

#### ***Essential Requirements***

- Experience in admissions or student recruitment in higher education.
- Be able to manage the full cycle of the Admissions process for prospective students, ensuring a seamless application experience, maintaining accurate records, and providing excellent customer service
- Strong organisational and time management skills.
- High level of accuracy and attention to detail, particularly in managing student applications and sensitive data.
- Excellent interpersonal and communication skills, with the ability to build effective relationships at all levels.
- Proficiency in IT systems (e.g., student records software, Microsoft Excel, Google Drive).

#### ***Desirable Requirements***

- Multilingual abilities, particularly in French.
- Experience working as part of an international team.

### **What can ESCP offer you?**

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance



- Private Healthcare after successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

### **Application details**

Applicants should submit a cover letter and CV to our Human Resources Department at [ukrecruitment@escp.eu](mailto:ukrecruitment@escp.eu).

Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status. We base all our employment decisions on merit, job requirements and business needs.

For more information about the School please visit our website on [www.escp.eu](http://www.escp.eu)