**Admissions Officer**

ICLT is seeking a highly motivated and qualified Admissions Officer for a newly opened British International High School. The incumbent will be expected to work for an international school, and take charge of student welcome, enrollment and admission.

**Job Location:** 67/1Baghramyan ave, 0033 Yerevan, Armenia

**Work Mode:** Full-Time

**Job Responsibilities**

* **Student Recruitment** – providing an exceptional level of customer service, following the company’s practices and policies; setting up the strategy for recruiting potential applicants; defining the admission requirements along with assessment criteria; handling the flow of applicants and their parents, answering questions about the school and admissions process, processing incoming applications; following up with the services rendered; acting in accordance to the rules and policies set in the company.
* **Data Management** – drafting/checking/storing various documents required by the management: admission policies, school charter, registration forms, customer accounts, registration and pending lists; conducting student and parent surveys and feedbacks, studying and analyzing consumer behavior and course needs. Providing the knowledge base, necessary for the management to make decisions.
* **External Relations** – creating the corporate image of the company through media and communication; contributing to the creation of promotional campaigns; writing documents relating to public relations and advertising and working with executives in other departments; developing public relations strategies; managing website, email and telephone; preparing information packs to potential parents and pupils; planning organizing Welcome Days and Open Houses.
* **Other Duties** – working closely with the academic staff across the school; maintaining a tidy and organized work area, processing payments and expenses; supervising school resources.

**Required Skills**

* Demonstrated leadership in managing initiatives
* Great communicator and creative problem-solver
* Excellent in customer care skills
* Computer literacy and quick learning skills
* Ability to organize, multitask, prioritize and work under pressure

**Application Procedure**

Apply through your most updated CV (in PDF form attached) and a cover letter (in email body) at info@iclt.am

**Application Deadline:** February 20, 2017

**About ICLT** We have been the biggest English language and training center in Armenia for the past 4 years now, operating in cooperation with Cambridge ESOL and ETS authorized test center in Armenia. To find out more about us visit www.iclt.am and our [Facebook page](https://www.facebook.com/pages/ICLT-International-Center-of-Languages-and-Training/204646052921538?fref=ts) www.facebook.com/iclt.am