

## Student Recruitment Officer

**Location:** Suzhou

**Sector:** Campus Development

**Report to:** Recruitment and Admission Manager

**Starting Date:** ASAP

### ABOUT THE COMPANY

Our client is a French Business School ranked top 10 in France, their Campus in China is based in Suzhou.

### JOB OVERVIEW 职位概述

The Recruitment officer shall work closely with Recruitment and Admission Manager and Global admissions team for the front office support in terms of student recruitment. 招生专员将与招生录取经理以及全球招生录取团队紧密合作，为我们客户的中国校区的招生工作提供前端支持，负责具体招生计划和相关活动的策划和执行、日常申请学生的咨询和指导工作、合作项目具体工作的执行等。

### MAIN RESPONSIBILITY

#### 1. Student recruitment 招生部分

- Support all student recruitment and admissions events and activities, including participating in education fairs and events in various parts of China and other Asian countries.  
协助所有招生与录取的活动，包括参加国内及其他亚洲国家举办的各类教育展。
- Develop recruiting relationships with prospective students and their parents as well as with high schools and other influencers.  
与潜在学生和高中及其他招生影响者建立并发展良好的招生关系。
- Communicate with interested candidates throughout the recruitment process and ensure they have their inquiries answered, and follow-up with applications in a timely manner.  
保持与候选人在招生过程中的良好沟通，保证候选人的问题得到回应，并及时跟进候选人的申请进程。
- Support academic partnership and related recruitment presentations and events  
支持学术伙伴关系的维护及相关招生宣讲活动。
- Prepare monthly reports on all actual and foreseen variations to student recruitment, events and activities, and budget.  
呈现月度招生、活动举办及经费使用情况的数据报表。
- Represent our client in Suzhou Campus in a professional manner at all times.  
工作期间呈现出代表我们客户苏州校区的专业度

#### 2. Others 其他

- Support in extension of partner relationship for Career Center.  
拓展与学生就业指导中心相关的伙伴关系

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- Make sure the regular cooperation with other front and back office colleagues, achieve the same working goal.

与团队其他同事保持良好的沟通和密切的合作，以完成共同的工作任务。

## REQUIREMENTS

- Bachelor degree or above  
本科及以上学历
- 2 or 3 years working experience related to student recruitment, sales or marketing development in higher education  
有两至三年的高校招生或市场拓展经验
- Excellent skills to do presentation, good public speaking and interpersonal communication skills  
优秀的演讲技能，良好的人际沟通能力
- Be able to communicate effectively verbally and in written form in both English and Mandarin, French is a plus  
中英文口语及书面高效、流利沟通
- Possess strong problem solving ability and be a creative thinker  
拥有较强的问题解决能力，有创造性思维
- Be a good manager of time, schedules and projects, and meet deadlines  
良好的时间及规划能力，项目管理能力
- Be willing to travel on regular basis  
愿意定期出差
- Be able to work under pressure  
较强的抗压能力。

## APPLICATION

Please send your resume and your motivation letter to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)

**Mail subject:** Student Recruitment Officer

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