

NORD ANGLIA INTERNATIONAL SCHOOL, HONG KONG

Admissions Assistant

Nord Anglia International School, Hong Kong is looking for an Admission Assistant. Reporting to the Director of Marketing & Admissions. The incumbent is responsible for clerical and administrative support to the Marketing & Admissions team.

The successful candidate will:

- be answering the telephone in a polite, professional and timely fashion.
- be dealing with simple enquiries – and having the judgement to know when to pass the call to more senior colleagues
- make photocopying, filing, data input of student information
- organising outgoing mails at the post office
- answer parent emails
- liaise with contractors (such as print and design agencies)
- review social media sites and supporting the Marketing & Communications Manager in updating information
- perform basic updating of our school website

Nord Anglia International School, Hong Kong is a new international school located in Lam Tin in East Kowloon. The fully renovated School will feature high quality facilities and resources for up to 660 students between years 1 to 7.

This is an exciting time to be joining Nord Anglia Education. We are the world's leading premium schools organisation with schools across Asia, the Middle East, Europe and North America. Nord Anglia Education has 28 schools in 12 countries and is responsible for the education of over 18,000 students.

In return for your passion to deliver a quality education you will enjoy a competitive salary, subsidised healthcare and places in the school for your children.

Find out more about us at www.nais.hk

To Apply: Please click <https://www.jobtrain.co.uk/Nordanglia5/displayjob.aspx?jobid=1095>

Online applications should contain a CV, letter of application and the details of two professional references along with current salary expectations.

Salary: Competitive

Closing date: 12 noon (Hong Kong Time), Monday 15th July 2014