

Job Title: Marketing and Admissions Assistant

Overview: We are seeking a dynamic and organized individual to join our team as a Marketing & Admin Assistant. This role plays a crucial part in ensuring smooth operations by managing various administrative tasks including mail handling, internal communications, news dissemination, blog management, social media management, entrance testing coordination, answering phones, and calendar management.

The ideal candidate will be detail-oriented, possess excellent communication skills, and thrive in a fast-paced environment.

Responsibilities

1. **News and Blogs:** Curate and disseminate online news articles and research and manage blog content for the organization's website.
2. **Instagram Posts:** Create engaging content and schedule regular posts for the organization's Instagram account to showcase activities and events.
3. **Entrance Test Coordination:** Assist in coordinating testing schedules, including arranging testing rooms, notifying participants, and ensuring all materials are prepared.
4. **Answering Phones:** Handle incoming calls, take messages, and direct calls to the appropriate personnel.
5. **Administrative support:** Provide administrative support essential to the effective operation of the College.

Qualifications

- High school diploma or equivalent; additional qualifications in Office Administration, marketing or related field are desirable.
- Highly computer literate with strong proficiency in Microsoft Office
- Solid understanding of the social media landscape. Wordpress and HubSpot experience are advantageous.
- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Strong communication skills, both written and verbal.
- Excellent attention to detail and accuracy in all work activities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility to adapt to changing priorities and work well under pressure.
- Positive attitude and willingness to collaborate with team members across time zones to achieve common goals.

Benefits

- Competitive salary commensurate with experience.
- Paid Holidays.
- Opportunities for professional development and growth within the organization.

Join our team and be part of a dynamic environment where your contributions make a difference! Apply today by submitting your resume and cover letter detailing your relevant experience and qualifications.