



REWARDING CAREER @ ESOFT METRO CAMPUS



ASSISTANT MANAGER - STUDENT RECRUITMENT (NUGEGODA BRANCH)

JOB DESCRIPTION :

- Accountable for providing recommendations for Sales and Marketing Divisions in order to ensure budgeted student intake.
- Providing an advisory and counselling role for students in order to register students.
- Providing advice and information to students with regard to selection of courses, course criteria etc.
- Accommodate all inquiries such as walking customers, emails, telephone calls, and social media and provide necessary advice in order to assure customer service at all time.
- Ensure availability of staff and promotional material at all times to assist students.
- Ensure stipulated revenue and registration target achievements for all programmes.
- Training and providing awareness for branch staff as and when required.
- Attending to customer complaints and providing effective and timely solutions at all times.

REQUIREMENT

- Bachelor's degree from a recognized university by the University Grants Commission.
- Three years' industry work experience in secondary or post-secondary education

Forward your detailed CV to careers@esoft.lk within 7 days.



ESOFT METRO CAMPUS

Sri Lanka's Largest Private Sector Higher Education Network