

Global Sevilla School

Global Sevilla Pulo Mas and Global Sevilla Puri Indah were founded on 6th October 2002. It marked the commitment of the founders of the schools. The founders dreamed of a school with fun but rigorous educational environment for our future generations. Our school applies character building and academic excellence as our motivation in nurturing young learners. Global Sevilla is committed to create a learning environment that embraces both family and community.

Our school virtues are “Giving – Compassion - Self-Control” as the schools' motto. We believe that these virtues are the keys in developing character building in our school. Global Sevilla school is committed to provide students with an education that has both national and international recognition. Having the Cambridge curriculum as the base of our international curriculum, we have sought to open the windows of inquiry based learning and encourage students to explore topics in both the Indonesian and global contexts. Global Sevilla has become the Centre for Cambridge International Examinations since November 2003.

Marketing

Deadline: 31 August 2019

Job Requirements

- Graduated from vocational high school or D3 or bachelor degree, majoring in Marketing or hospitality management or related major
- Having experience in relevant vacancy min 1 years
- Having good analytical thinking, planning, and technical things
- Self-motivated and able to work in a team or independently with minimum supervision
- Positive working attitude
- Pleasant personality and happy to keep learning
- Good looking/ oriental face
- Non-smoker
- Honest
- Hard worker

Job Responsibility :

1. To work with Head of MAP in order to handle all marketing, promotion events and other related events of the schools
2. To look after CRM (Customer Relations Management) activities

3. Participate actively in all promotional events to gain leads
4. Record all leads – incoming calls, walk in and open house
5. Follow up all leads and convert to admission test candidates
6. To search, record, process as well as to take necessary actions in order to process all related data of prospective parents and students
7. Coordinate with the academic unit to conduct the admission test – written and interview
8. Monitor the admission test results
9. To ensure that all students' data, supporting documents, test results and other related documents are recorded and filed properly, and hand them to administration staff or units when completed
10. Inform the admission results to the candidate students
11. Convince and convert the candidate students to be the school intakes
12. To work with related parties in order to execute Entrance Test (assessment)
13. To inform related staffs as well as respective parents/ students on the Entrance Test results through Information Letter and Confirmation letter
14. To ensure all payment to meet deadline/ scheme
15. To receive any inquiries, guests or related people and provide proper information regarding school and related info about school and the process
16. Report all admission process and results to respective departments – FAT and Academic
17. Monitor the payment process of all candidate students (candidates are only recorded as intakes if they have paid the tuition either partially or fully)
18. Get information and links from other schools, companies, formal and non-formal institutions in order to get as many leads as possible.
19. Possess and maintain good relations with media in order to promote school
20. Possess and maintain good relations with existing parents and prospective parents in line with school rules, regulations and ethics
21. Able to start relations with new institutions (malls, schools, etc) in order to be able to promote school
22. Manage social media of school (Instagram, Facebook)
23. To do other related matters as appointed by the supervisor
24. In charge of handling prospective parents and students and convert them into schools' students
25. In charge of promotion and marketing events for schools as well

Interested and suitable candidates, please send your CV to: career@globalsevilla.org

Please visit our website at: www.globalsevilla.org