

ESCP Business School Berlin is looking for a new colleague in its Bachelor in Management team:

## Admission Manager (f/m/d) Bachelor in Management (40h/week)

The Bachelor in Management is a state-accredited transnational business programme. The programme takes place in English at three of our six locations. As admissions manager you are part of our international recruitment team.

### Your tasks

- You are the direct contact person for applicants and newly enrolled students
- You will accompany, coordinate and supervise the entire application process and maintain close contact with the team at the other locations
- You are responsible for the preparation, implementation and follow-up of the admissions days and offer webinars to prepare applicants for it in the best possible way
- You manage the electronic application process and ensure that all data is digitally recorded
- You provide support at fairs, school visits and presentations in German and English
- You will report to the Head of Recruiting and Admission at the Berlin office

### Your profile

- You have completed vocational training or a university degree
- Even more important to us than your professional background are your personality, high level of self-motivation, self-organisation and a strong sense of responsibility
- You are a strong communicator, have a good sense for internal and external exchange at eye level and the ability to change perspectives
- You work in a precise, structured, pragmatic and solution-oriented manner; your commitment and ability to work under pressure are matched by your assertiveness and creative drive
- You enjoy working in an international team and proactively interacting with our recruiting managers
- Fluent written and spoken English is indispensable, German language skills are a plus

### About the offer

- A permanent and secure employment contract in an international environment
- Exciting and varied tasks in a international and motivated team with opportunities for mobile working
- A lot of creative freedom and room for your own ideas due to flat hierarchies
- Attractive, historic location in Berlin with the possibility of park walks or jogging during lunch break

We look forward to receiving your detailed application documents (CV, letter of motivation, certificates from A-levels upwards). Please send them by e-mail (in a PDF document), stating your salary expectations and earliest possible starting date by **26. November 2021**, to Anne Ulbricht: [aulbricht@escp.eu](mailto:aulbricht@escp.eu)

**About ESCP Business School:** ESCP Business School is an international business school with campuses in 6 European metropolises. Founded in 1819, ESCP is the oldest business school in the world. To date, the business school is regularly awarded with top positions in the Financial Times rankings. ESCP Berlin's academic focus lies on the topics entrepreneurship, sustainability and digitalization.