



## **Admission Executive**

### **21st July 2024**

### **£32,000 - £38,000 per Annum**

ESCP is seeking a dynamic and motivated **Admissions Executive** to join our team at ESCP London Campus based in North West London.

If you're passionate about working for the oldest Business University in the world, which is based on a European multiculturalism company that values innovation, collaboration, and personal growth!

The Admissions Executive will provide a high degree of professionalism when representing ESCP Business School and will be responsible for the successful admissions and enrolment of UK, EU, and International students.

This role is pivotal in ensuring an open and transparent application process, adhering to timelines, established policies and procedures, and outstanding customer service both independently and as part of a wider global team.

### **Knowledge and Experience**

#### ***Essential Requirements***

- Hold a minimum of 3-5 years of administrative/office management experience in higher education admissions
- Possess excellent and assertive communication skills
- Be able to analyse large datasets to identify trends, patterns, and insights that support strategic decision-making leading to benchmarking studies to company organisational performance
- Be able to manage the full cycle of the Admissions process for prospective students, ensuring a seamless application experience, maintaining accurate records, and providing excellent
- Excellent interpersonal skills with the ability to develop efficient working relationships with staff from corporate services and academic departments across all campuses

#### ***Desirable Requirements***

- Be able to be self-organised and have effective time management skills
- Experience in university application systems, student records software, Microsoft Excel, and Google Drive
- Multilingual abilities, particularly in French
- Experience working as part of an international team is a plus



### **What can ESCP offer you?**

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after a successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with the manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

### **Application details**

Applicants should submit and CV to our Recruitment Team at [ukrecruitment@escp.eu](mailto:ukrecruitment@escp.eu)  
Please note the position has started screening CVs and interviewing candidates. A successful candidate could progress to the offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offering equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability, or parental status. We base all our employment decisions on merit, job requirements, and business needs.

For more information about the School please visit our website on [www.escp.eu](http://www.escp.eu)