



Careers Service Executive

£33,000 - £36,000

ESCP Business School is currently looking for a dynamic **Careers Service Executive** to join the Corporate Relations and Careers Service department based at our London Campus, located in North West London.

If you possess an in-depth understanding of education and careers advice, and you are dedicated to providing exceptional support to ESCP students in their career journey, we encourage you to reach out to us. We value individuals who can offer expertise and guidance in these areas.

If you're enthusiastic about collaborating with students from diverse backgrounds and providing them with guidance in starting their career journey, this opportunity is ideal for you. Join us in making a difference in students' lives from around the globe for the oldest Business University in the world.

Main Duties and Responsibilities

- Manage the scheduling and organisation of specialised Masters Workshops. Organise and implement activities defined by the Federal Heads of Career Development Programme
- Engage in internal and external stakeholder events and act as first point of contact for students
- Assist in organising any careers related event on and off campus.
- To assist and support in enhancing students' experience.
- Accept and validate internships for the Bachelor in Management and Master in Management students, providing any support necessary
- To schedule all specialised Masters' workshops and work alongside the London based Careers Advisors to ensure all workshops have assigned speakers.

Knowledge Skills and Experience

- Relevant past experience and/or a Certificate/NVQ/HND or equivalent or Degree educated.
- Excellent IT skills.
- Understanding of the UK job market, with knowledge of all sectors.
- Previous experience within Careers Services or an Academic environment would be a plus.
- Excellent organisational, communication and public speaking skills.

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 successful probation period
- Hybrid Working is available, upon negotiation with the manager.
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

Application details

Applicants should submit CV to our Human Resources Department.

Please be advised that the HR Department commences screening CVs and conducting interviews at the onset of the recruitment campaign. A promising candidate may advance to the offer stage prior to the advertised closing date. We encourage you to submit your application at your earliest convenience.

Please note only successful candidates will be contacted.

ESCP Business School is dedicated to providing equal employment opportunities without regard to age, sexual orientation, gender, nationality, ethnic origin, disability, or parental status. Our employment decisions are rooted in merit, job requirements, and business needs.

Founded in 1819, ESCP Business School embodies the principles of responsible leadership, global openness, and European multiculturalism. With campuses in Berlin, London, Madrid, Paris, Turin, and Warsaw, ESCP offers students the opportunity to immerse themselves in a European approach to management. In 2023, ESCP achieved the remarkable feat of being ranked 3rd in the Financial Times European Business Schools rankings.

ESCP actively contributes to the professional growth of executives and managers from leading global companies through customised courses tailored to their needs. For more information about the School please visit our website on www.escp.eu