

Admissions Executive

Applications close 16th May 2025

£32,000 - £38,000 per Annum

Ready to work at the world's oldest business university, where tradition meets innovation? At ESCP London, we embrace a vibrant mix of cultures, collaboration, and forward-thinking ideas. We're on the lookout for a passionate Admissions Executive to join our North West London campus on a full-time, permanent basis.

If you thrive in a dynamic, multicultural environment and love connecting with people from around the world, this is the role for you. You'll play a critical part in welcoming the next generation of business leaders, guiding them through a seamless admissions journey and ensuring they feel at home before they even step onto our campus.

As an Admissions Executive, you'll represent ESCP with a high degree of professionalism, managing the full admissions cycle for UK, EU, and international students. You'll balance attention to detail with a genuine passion for education, making every applicant feel valued and supported.

Knowledge and Experience

Essential Requirements:

- Minimum of 3 years' experience in administrative, customer service, project management, or other relevant transferable roles.
- Proven ability to manage the full admissions cycle, ensuring a seamless, applicant-focused experience while maintaining accurate records and delivering outstanding customer service.
- Exceptional interpersonal skills, capable of building productive relationships with stakeholders at all levels.
- Highly self-organised, demonstrating strong time management and prioritisation abilities.
- Confident presenter with a track record of delivering engaging presentations to large audiences.
- Willing to, on occasion, travel internationally.
- Strong analytical skills, with the ability to interpret complex datasets, identify trends, and communicate insights effectively to diverse audiences, including senior stakeholders.

Desirable Requirements:

- Previous experience in the Higher Education sector, though not essential, would be a distinct advantage.
- Familiarity with university application systems, such as UCAS.

What can ESCP offer you?

- 30 days annual leave with the addition of Bank Holidays
- Day off on your birthday
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after 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 line 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. Please note the position will begin screening and interviewing candidates from the beginning of the recruitment campaign. A successful candidate could progress to the offer before the advertised closing date. We therefore 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 at www.escp.eu.