

## **Recruitment Executive - Executive Education (EMS & EMBA)**

**Closing Date - 7 September 2025**

**Salary - £28,000 - £31,000**

We are seeking a dynamic and results-oriented Recruitment Executive to lead and manage recruitment activities for our Executive Master Specialisations (EMS) and Executive MBA (EMBA) programmes. The successful candidate will play a pivotal role in attracting and converting high-quality candidates through a mix of direct outreach, relationship-building, and personalised guidance, while ensuring a strong match with ESCP's values and admissions standards.

This role requires someone with excellent communication skills, strong sales acumen, and the ability to engage confidently with senior-level professionals.

### **Knowledge, Skills and Experience**

#### **Essential Requirements**

- Previous experience in Higher Education recruitment or admissions.
- Degree level or equivalent
- Proven experience in a recruitment or sales-oriented role within a client-focused service industry.
- Excellent verbal and written communication skills, with the ability to build and maintain effective relationships.
- Strong sales and conversion skills, with a consultative and customer-focused approach.
- Highly organised, detail-oriented, and proactive, with the ability to manage multiple tasks and deadlines simultaneously.
- Demonstrated ability to work both independently and collaboratively, with minimal supervision.
- Excellent presentation skills.
- Willingness to travel and occasionally work flexible hours.

#### **Desirable Requirements**

- Strong proficiency in Microsoft Office applications (Excel, Word, PowerPoint)
- Experience of working in an international environment (beyond the UK).
- Proficiency in additional languages (beyond English).

### **Main Duties and Responsibilities**

- Lead recruitment activities for EMS & EMBA programmes, from pipeline development to conversion.
- Conduct qualification calls, consultations, and follow-ups with prospects (including cold calls).
- Represent ESCP at recruitment fairs, events, and meetings (UK & international travel required).
- Support admissions with applicant guidance and ensure a student-centred approach throughout the recruitment cycle.
- Manage and track leads through the CRM system, ensuring timely follow-up and reporting.
- Collaborate with the marketing team to align campaigns, optimise messaging, and share recruitment insights.
- Contribute to the development of recruitment strategies and competitor analysis.
- Support online and on-campus promotional events, such as webinars, Open Days, and workshops.

### **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
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with 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 a cover letter and CV to our Human Resources Department at [ukrecruitment@escp.eu](mailto:ukrecruitment@escp.eu)

Please note the HR Department start screening CVs and interviewing candidates from the

start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer 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](http://www.escp.eu)