

## **Recruitment and Admissions Executive**

**December 2024**

**9 Month FTC**

**£31,000 - £35,000 per annum (Pro Rata)**

At ESCP Business School, we are dedicated to shaping future business leaders through our global and diverse education. We are seeking a proactive and experienced Recruitment and Admissions Executive to join our Marketing, Recruitment, and Admissions Team on a temporary basis at our London Campus.

As a Recruitment and Admissions Executive, you will play a crucial role in supporting the successful admission and enrolment of UK, EU, and International students into our Bachelor in Management (BSc) and Master in Management (MIM) programmes. In this dual role, you'll facilitate an open and smooth application process, ensuring adherence to professional standards, timelines, and exceptional customer service. You'll be a key advisor in the applicant journey, working both independently and collaboratively with a global team.

### Knowledge Skills and Experience

#### *Essential Requirements*

- Degree-educated or equivalent, with experience in a university admissions role or a similar sector.
- High-level understanding of business, management, and global education systems (especially UK, US, France, and Italy).
- Proven ability to build effective relationships with stakeholders and deliver exceptional customer service.
- Experience working in a sales, marketing, or recruitment role with the ability to manage leads and meet targets.

### Main Duties and Responsibilities

- Build and maintain relationships with school counsellors, agents, alumni, and commercial partners both locally and internationally.
- Support the admissions process from initial application to enrollment.
- Schedule interviews for shortlisted candidates and maintain professional correspondence.
- Attend roadshows, school visits, and recruitment events to increase market awareness.
- Represent ESCP at recruitment events, organising logistics for fairs, information sessions, and open days.



### 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 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 a cover letter and CV to our Human Resources Department at 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.