

Recruitment Executive

£33,000 - £37,000

ESCP is searching for an energetic and ambitious **Recruitment Executive** to join our team. If you're enthusiastic about working for the world's oldest Business University, which champions European multiculturalism and values innovation, collaboration, and personal development, then this opportunity is for you!

As a **Recruitment Executive**, you will play a pivotal role in advancing our London programs, crafting and executing a recruitment strategy to align with the business priorities, in successfully recruiting and screening qualified candidates.

Knowledge Skills and Experience

Essential Requirements

- Worked within the Higher Education Section
- Excellent presentation skills and professionalism,
- Educated to degree level or equivalent
- Student-centred and advisor-oriented experience
- Strong project management skills and the ability to analyse and interpret data

Desirable Requirements

- Experience working in an international environment
- Fluency in French is ideal but not essential
- Fluency in Foreign languages is also a plus

Main Duties and Responsibilities

- Establish and cultivate relationships on a global scale with key recruitment sources such as QS and Access, as well as alumni and commercial partners, and maintain these connections over time.
- Conduct regular competitor analysis and identify new recruitment events and market opportunities.
- Serve as the primary contact for the MSc programs, offering prospective students advice and guidance on selecting the appropriate program and navigating the application process.
- Execute the approved recruitment plan with assistance.
- Manage and coordinate logistics for all our events and fairs, including information sessions, local and international fairs, open days, and other recruitment activities.



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 CV to our Human Resources Department at ukrecruitment@escp.eu.

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