

Recruitment and Admissions Coordinator of International programs

Job Description:

- Full time position
- Responsible for admissions and recruitment of international students at the Raphael Recanati International School.
- Extensive daily written and verbal correspondence with prospective students, interviewing, assisting and advising candidates with the registration process.
- Involvement with marketing activities including various events, group visits, open days, individual campus tours etc.
- Varied and detailed administrative work including management of several databases.
- Interpretation and translation of transcripts and documents from different countries.

Job Requirements:

- BA degree – **Must**
- Native English speaker or equivalent proficiency - **Must**
- Fluent written and spoken skills in Hebrew - **Must**
- Excellent interpersonal skills and sensitivity in dealing with international prospective students.
- Excellent written and verbal communication skills
- Ability to multitask, prioritize and work under pressure
- Ability to work as part of a team
- Attention to details and problem-solving skills
- Proficiency at Microsoft Office (Word, Excel, outlook)
- Flexible hours required

Advantages:

- A third language – especially French or Spanish.
- Experience working in higher education.
- Experience working in customer service and/or marketing

CVs should be sent to cv@idc.ac.il

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