JOB PROFILE

**Admissions secretary / Ассистент руководителя приемной комиссии**

**Overview**

Support the Head of Admissions to ensure the smooth running of the admissions function of Brookes Moscow and part-time support the Front-desk secretary team.

**Requirements**

* Highly Organized/Multi-tasker.
* Strong organisational and time management skills;
* High sense of responsibility and flexibility;
* Excellent communication skills both in written and verbal form
* Proficiency in computer literacy (Mac, Microsoft Office, Internet etc.)
* Confidentiality & loyalty
* Essential: Fluent in written and spoken English/Russian
* Essential: Willingness to work flexible hours when required
* Essential: Willingness to travel
* Desirable: 3+ years’ experience working as a personal/executive assistant

**Responsibilities**

*Admissions*

* Receiving and replying to enquiries via email, post, visits, phone calls;
* Deal with clients concerns and enquiries;
* Conducting school tours for potential families;
* Assisting in enrolling successful applicants according to admissions policy;
* Maintain accurate records, publish and update personal data in CRM and physical database;
* To liaise with Finance to make sure all fees for new applicants/students are collected;

*Other (Front-desk tasks)*

* Check and keep updated office supplies, stationary;
* Work on front-desk area, work as a secretary-receptionist;
* Ability to handle sensitive information with discretion.

**Conditions**

* Work in an international company and multicultural environment;
* Employment in according with Russian legislation;
* Competitive salary and compensation package;
* Annual performance related bonus;
* Health Insurance;
* Free breakfasts and lunches;
* 28 calendar days holiday;
* Brand-new fully furnished offices and usage of school facilities by approved schedule;
* Comfortable office in Moscow;
* Main working schedule 8 a.m. – 5 p.m., shorter hours during school holiday. Flexibility will always be required in terms of working hours, and on certain ocassions, there will be eveing and weekend work.

**Process**

All applications should be sent to: employment@moscow.brookes.org