

## Admission Coordinator Jobs In Dubai | TASC Outsourcing

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Company: TASC Outsourcing

Location: Dubai

Category: other-general

Admission Coordinator Jobs In Dubai | TASC Outsourcing

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Description:

We are looking to hire an organized and charismatic admissions coordinator to oversee admissions at our facility. The admissions coordinator will manage tasks such as handing out forms, answering calls, writing reports, and dealing with queries as well as complaints.

Responsibilities:

Assisting students in universities, colleges, and high schools to help them prepare for, select, and get into schools.

Highlighting the benefits of specific schools, programs, and courses in order to attract students and encourage diversity on campus.

Helping students choose courses and extracurricular activities that will help them get into their chosen colleges or careers after graduation.

Requirements:

Bachelor's degree in business administration.

A minimum of 3 years experience in a similar role/sector.

Strong organizational skills and the ability to meet deadlines.

Proficiency in Microsoft Office and enrolment/admissions software (SalesForce Education Cloud, SchoolAdmin, Slate, etc.).

Efficient typing and data-capturing abilities.

Excellent communication and customer relation skills.

#J-18808-Ljbffr

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