

Manager | Aldar Education Abu Dhabi

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Company: Aldar Education

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

Manager | Aldar Education Abu Dhabi

As the leading education group in Abu Dhabi, we provide sustainable, inclusive and innovative learning that inspire and empower communities.

Aldar Education is currently seeking Manager – Admissions for Cranleigh Bahrain to support our growing family of owned and operated schools.

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Minimum Qualifications:

Bachelor's degree Required

Minimum Experience:

4 years of work experience at a school

Job Specific Knowledge & Skills:

Customer service – confident and personable.

Excellent communication skills.

Adept in use of IT Microsoft, Google, Management Systems.

Ability to work using own initiative.

Excellent organisational skills.

Exceptional levels of accuracy and attention to detail.

Ability to MultiTask and prioritise.

Experience in admissions processes is an advantage.

Experience of ISAMS and/or Open Apply is an advantage.

Good knowledge of British Curriculum/schools is an advantage.

Team player.

Laws, rules, and regulations related to assigned activities, i

Strong interpersonal skills.

A positive approach to their duties.

Ability to engage with a wide range of stakeholders.

Integrity to deal with matters of confidentiality.

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