

Manager | Aldar Education Dubai

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Company: Aldar Education

Location: dubai

Category: other-general

Manager| Aldar Education Dubai

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

The Admissions Manager also provides liaison with the academic and support areas of the school where required to ensure the best possible experience for prospective parents.

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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.

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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