



ST. THERESA INTERNATIONAL COLLEGE

Job Title: Int'l. Marketing and Admission Officer

Level: Staff/ Permanent

Salary: Negotiable

Experience: 5-10 years

Qualification:

Knowledge and Skills

- Male/Female Thai and Foreign Nationality, age over 35 years.
- Graduated in MBA preferably major in Marketing.
- 5-10 years' experience in Marketing.
- Experience in marketing higher education is an advantage.
- Excellent communication skills in written and spoken English.
- Computer literate (Microsoft Word, Excel, PowerPoint)
- Ability to plan and organize Seminar.

Personal Attributes

- Possess a professional manner and appearance
- Self motivated with a positive attitude and initiative
- Ability to deal with a variety of people and situations (personally and professionally)

Responsibilities

- Establish student recruitment network with selected Embassies and Foreign communities in Thailand.
- Coordinate all marketing and advertising needs of the College.
- Coordinate with appointed Agents overseas, in all matters.
- Coordinate admission procedures, including meeting with walk in applicants and providing information to inquiries in the email.
- All other matters as necessary relating to student recruitment process.

*Interested applicants can send their Full CV and cover letter to: hre@stic.ac.th