



## **BPP Job Description**

**Job Title** International Recruitment Officer

**Department** Sales & Marketing

**Location** Home and office based

**Additional details** Time will approximately be equally split between Office (London Shepherd's Bush) and Home.

### **Travel requirements (if applicable)**

**Contract type** Full time and permanent

**Hours of work** 37.5 Hours per week

**Reporting lines** Reports to: International Recruitment Team Leader

### **Job Purpose**

To provide a range of recruitment and administrative functions to support the International Office.

### **Key Responsibilities**

1. Support International Office and other staff in the recruitment of international students.
2. Assist in achieving targets for international student recruitment.
3. Organise arrangements for receiving and tracking enquiries, applications and enrolments. To process and respond to e-mail enquiries from inboxes within 24 hours providing a professional service.
4. To answer telephone enquiries and ensure all calls are logged
5. To undertake all admissions tasks required for the processing of international student applications, providing a professional service which is responsive to the needs of potential international students and agents.
6. To record and process student applications efficiently, making offers in line with agreed criteria and managing referrals to Schools and Services where the decision cannot be made by the International Office.
7. Process students' bookings and applications on salesforce, UCAS and LawCABs accordingly.
8. Face to face dealing with students when required.
9. Organise procedures for issuing and recording visa documentation
10. Organise inputting of data and maintenance of records.
11. Organise reporting of data to international team.
12. Liaise with Student Services team and other departments to ensure arrangements for provision of international information within the University.

### **Skills, experience & qualifications required - Essential**

1. A 'can-do' attitude.
2. Strong communication and influencing skills.
3. Good telephone manner.
4. This role will involve dealing with international students. The successful candidate will have the ability to empathise with people and relevant market places within the professional services sector.
5. The drive and desire to move the International business forward and play an instrumental part in its development.
6. Clear logical thinking and good planning skills, coupled with the ability to work well as part of a team in a very collaborative environment.
7. Ability to work speedily and accurately to ensure that deadlines are met.
8. Organisational skills and ability to use own initiative to manage work load
9. Decision-making skills
10. Proactive in suggesting ways to increase sales
11. Excellent customer services skills
12. Adaptable to change
13. Strong keyboard skills.

### **Skills, experience & qualifications required - Desirable**

Experience of working in a Higher education institution.

Experience of working with immigration rules