



Babui International School

Job Title: Admission Officer

Introduction: Babui International School is the only **International Baccalaureate (IB)** School in **Old Dhaka-Narayangonj-Demra (DND)**. We are committed to promoting sustainability and delivering high-quality education to Bangladesh's students. We prioritize creating a supportive learning environment and currently looking for enthusiastic individuals to join our team and help nurture students' educational growth.

Job Description: Babui International School is currently seeking an enthusiastic and dedicated Admission Officer to join our team. As the Admission Officer, you will play a key role in attracting and enrolling students who align with our school's mission and values. The ideal candidate will have strong communication skills, a passion for education, and the ability to create a positive impression on prospective families.

Key Responsibilities:

- Act as the primary point of contact for prospective students and their families.
- Conduct informative and engaging school tours and open house events.
- Provide detailed information about the school's programs, curriculum, and admission requirements.
- Assist prospective families in completing the admission application process.
- Review and evaluate student applications, ensuring all required documents are submitted.
- Collaborate with school administrators to coordinate interviews and assessments for applicants.
- Maintain accurate records of applicant data and communicate admission decisions.
- Assist in the development of marketing materials and strategies to promote the school.
- Stay updated on industry trends and competitor schools to help the school's admission strategy.

Qualifications:

- Bachelor's degree or equivalent.
- Experience in admissions, marketing, or a related role in an educational institution is preferred.
- Exceptional interpersonal and communication skills in both Bangla and English.
- Ability to build and maintain positive relationships with prospective families.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Knowledge of the school's mission, values, and educational offerings.
- Enthusiasm for promoting the benefits of Babui International School to prospective families.
- Ability to maintain confidentiality and professionalism.
- Friendly and approachable personality.

Compensation & Other Benefits:

- Performance bonus and Profit share as per the institute policy.
- Salary Review: Yearly
- Festival Bonus: 2
- Contributory Provident Fund.

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their relevant qualifications and experiences to hr@babuischool.org with the subject line "**Admission Officer - [Your Name]**." The deadline for applications is **30th November 2023**.

Babui International School is an equal-opportunity employer and welcomes candidates from all backgrounds to apply.