



Admissions Coordinator, Excel Career College, Victoria, BC

All resumes should be directed to admin@excelcareercollege.com – this position will be filled asap.

Job Description:

If you are a results-driven professional person with a passion for helping people, our award-winning accredited college is looking for you.

We require an organized, motivated individual to lead our admissions team. The ideal candidate will share our passion for helping people reach their goals. They will have excellent communication skills and high level of self-motivation.

We are looking for a strong leader to manage and generate leads, cultivate good relationships in the community and communicate positively with other members of the college. We are a supportive, inclusive environment and will provide necessary training to the right individual who will be expected to operate with the highest level of ethics possible.

Duties:

- Managing timelines for program start dates.
- Ensuring all team members are aware of start-dates and communications with the marketing team are clear and professional.
- Ensuring that community stakeholders are kept informed and up-to-date of college's programming to maximize benefits to their clients.
- Ensuring reporting and documentation are completed in a timely fashion.

Applicants should have:

- Some experience in sales.
- Experience providing support throughout the client process, from lead to completion.
- Excellent oral and written communication skills.
- A broad understanding of marketing.
- A desire to work in a great environment and be a positive contributor to the team culture.
- Good computer and administrative skills.
- Experience at a management level.
- Commitment to be a high-performing, self-motivated professional person.



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