Join us and invent the future of hospitality today!

EHL’s vibrant campuses are a unique hub where passionate students, distinguished academia and industry experts come together from over 120 countries with a common goal: to develop and spread hospitality knowledge, while supporting the continued growth of the industry.

We continuously strive to enhance the working environment and personal development opportunities for our 500+ staff and faculty, among the most recognized experts of their respective fields. Since its creation in 1893, EHL has been widely recognized by the industry and consistently ranks among the top hospitality management school in the world. Everything we do is grounded in our values of excellence, family, respect, learning and innovation and we are committed to bring them to life in tangible ways to our staff.

About EHL Group:

- 2 campuses in Switzerland, 1 in Singapore
- Diplomas ranging from professional certificates to Master Degrees, including the best Bachelor degree in Hospitality Management in the world
- An innovation village (incubator), which also serves as a "sandbox" for the educational concepts of the future
- World-class culinary arts, including 5 Meilleurs Ouvriers de France and a Michelin-starred restaurant
- The integration of new technologies into study programs
- A global hospitality consultancy arm, EHL Advisory Services
- EHL Alliance, a business network designed to leverage EHL’s resources and knowledge comprised of world-renowned brands and industry leaders

The EHL Asia-Pacific Office in Singapore is EHL's first overseas office. The team is responsible for MAAC (Marketing, Admissions and Recruitment, Alumni and Industry Relations, Communications) for the university in the region.

Our Asia-Pacific Office in Singapore is looking for an:

Recruitment Officer
for the region of Southeast Asia and Oceania

About the role

Your mission is to design and implement the student recruitment action plan in Southeast Asia and Oceania in order to reach the targeted number of applications and increase the quality and diversity of candidates. This position reports to the Team Lead, Recruitment, Southeast Asia and Oceania.

Your responsibilities

- Have a deep and relevant understanding of the assigned region, especially in the areas of education and hospitality, and its people
- Provide insight to and collaborate with the other MAAC team members in Asia-Pacific and globally to present and build the EHL brand coherently in the region
- Design and implement a holistic recruitment strategy for the region, taking all appropriate stakeholders into consideration, to achieve targets and a sustained year-on-year growth of application numbers
- Manage online and offline leads to increase the conversion rate
- Participate actively in any admissions and recruitment related activities with both internal and external stakeholders
- Engage continually and in a meaningful manner all relevant stakeholders to maximize enrolment yield
- Support the Admissions & Recruitment Manager Asia-Pacific and Management by completing various ad-hoc requests and participating in various projects.
About you

- Bachelor degree
- Exemplary verbal and written communication skills in English, being able to communicate in a culturally appropriate manner. A working proficiency of French and Asian languages are a plus
- At least two years of work experience in a relevant field such as international higher education, marketing, sales or business development. Professional experience in the hospitality industry is an added value
- Strong customer-oriented mindset
- Collaborative team-player, while being able to operate highly autonomously
- Excellent IT skills in Microsoft Office and database management
- Excellent planning and organizational skills
- Entrepreneurial, ability to synthesize perspectives and insights to create opportunities
- Curious, has an attitude of continual learning
- Hands-on and performance-driven
- Excellent sense of organization and detail-oriented in all deliverables
- Flexible and must be able to deal with stress and constant change
- Prepared to travel extensively, with travel and work required on some weekends

Think you’ve got what it takes? Please send us your resume and cover letter!
Submit your application here by 16 July 2020.

Applications submitted via other means will not be taken into account. Please note that submitted documents will be used to evaluate your application and processed by authorized EHL Group employees.

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