



China-Britain Business Council (CBBC)/英中贸易协会

The China-Britain Business Council (CBBC) is the UK's leading independent source of China business information, advice, consultancy and services for UK industry.

For more information about us, please visit our website at <http://www.cbbc.org>.

In conjunction with our member organisation, **Manchester Metropolitan University (MMU)**, CBBC is currently looking to recruit a candidate for the following position, which will be based in Wuhan.

International Recruitment Executive — Manchester Metropolitan University (MMU)

Location City: Wuhan

Package: Competitive

Company and role introduction

Manchester Metropolitan University is home to a diverse international student population from more than 130 countries. The University is ranked amongst the world's top 200 universities under 50 years old, which is a measure of its commitment to delivering and supporting quality research and teaching.

More information can be found at <https://www.mmu.ac.uk>

Job Description

We are looking for an International Recruitment Executive to support student recruitment in the China Market, supporting the Regional Development Manager to achieve our strategy for student recruitment in China. You will support in account management of both established and potential recruitment partners, helping to develop these partnerships. As a representative of the University both at external recruitment events and via day-to-day contact, you will provide specialist advice and guidance to prospective international students, their parents and advisors on all aspects of studying at Manchester Met.

You will work to develop strong relationships with key stakeholders, such as agents and international school staff, as well as developing and delivering training for education agents and partners. Your role will also include enhancing the brand profile of Manchester Met, as well as the conversion of enquires through to enrolment utilising a range of communication methods.

This role will involve regular travel across China, as well as visits to the UK campus.

Job Requirements

As the successful candidate, you will have:

- Excellent communication, interpersonal and diplomacy skills, including ability to communicate and negotiate effectively with individuals from a broad range of backgrounds.
- Ability to identify stakeholder requirements, trends and changes in circumstances, respond quickly and adjust plans and activities accordingly.
- Ability to assimilate, distil and summarise large amounts of data and information for a range of audiences to inform policy and strategy.
- Knowledge of international education and international student recruitment.
- An awareness of the issues and context within which UK Higher Education is operating.
- Educated to degree level or equivalent qualification, or equivalent experience.
- International education background.
- Strong English (minimum IELTS 5.0 or equivalent) and native/fluent level Mandarin.
- Experience of developing and delivering market (sales) plans and proven record of exceeding targets over a sustained period of time.
- Experience of working within an international student recruitment environment.
- Experience in a customer service role, demonstrating a strong understanding of and commitment to customer services.
- Willing to work flexibly when required (including evenings and weekends) in line with the demands made on the office.
- Experience of living/studying/working abroad.

The job holder will report to and be supported by Regional Development Manager (UK Office), MMU.

Interested candidates are invited to send a letter explaining how your personality and experience meet our requirements and an indication of your current salary and expected salary together with detailed CV to the following email address: CBBCHR@cbbc.org by **12th May 2021. Please use “MMU Recruitment WH – Candidate Name” as the subject of the email.**

We regret that only short listed candidates will be notified.

- **Telephone enquiries and personal visits will NOT be accepted.**