

Office Manager - Tangerang (ID : 584841)

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Company: PERSOLKELLY

Location: Indonesia

Category: other-general

Location: Indonesia Indonesia Work Type: Full Time Salary: to

Willing to be working at Tangerang Area

Has minimum 4 years of experience in education industry

Has experienced in overseas student placement

POSITION PURPOSE Achieve the short-term goals in assigned offices for Student Placement & execute the long term strategy of the company to strengthen its position as leading student placement service provider. This to be achieved by finding the right balance between local needs of customers and global operating model.

Strengthen company's leadership build to become one of top 2 players in Multi-Destination

Develop and execute the destination wise activity calendars to deliver pipeline leads and conversion targets by intake

To provide strong business leadership, instilling company's vision for the organisation and a performance driven culture with the office team

Provide mentoring, coaching, ongoing communication thereby driving for high engagement and excellent business results

Build strong client support through ongoing engagement and client relations.

Build strong working matrix relationships with country teams – destination and marketing -

to deliver optimal results

Support the IELTS candidate registrations at office.

Contribute to building a world class operating environment by exhibiting a collaborative but decisive operating style.

Effectively implement global priority projects at country/office

Be a productive and effective member of country leadership team and supporting CD through exhibiting a collaborative operating style but ensuring that decisions are taken on time

Work with country finance team to ensure compliance with all applicable country and local laws and policies

RESPONSIBILITIES

Sales:
Develop and maintain a strong sales and service culture within the business.

Identify, develop and implement strategies to achieve sales objectives for the offices for student placement. Monitor results and initiate corrective action where required.

Collaborate with Destination Managers, Marketing to develop and implement lead generation programs including events, client office visits, web etc, ensure counselling capacity /capability as per targets and ensure consistent sales, service and client management performance standards and benchmarks which are continuously improved.

Establish best practice frameworks and mechanisms based on IDP's core SOP model

Lead and support Offices to improve Sales productivity through the implementation of global CRM system adoption, pipeline management, and conversion benchmarks.

Improve sales skills through training.

SKILLS

Customer Satisfaction

Analytical thinking

Strategic Thinking

Team Work

Managing Change

Communicating at the level required of your position

Leading a team

Project Management

Organizing and managing people

Evaluating situations

Fields: Business Management, Finance, Economics or Administration

WHAT WE'RE LOOKING FOR

Bachelor or Master's Degree (preferable), any field

Working Experience: Minimum 4 years of education experience

Have working experience in a target-based sales environment

Strong problem resolution skills

Excellent presentation and communication skills

Good written and verbal English skills

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Cross References and Citations:

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