



## **JOB DESCRIPTION**

Job Title : Assistant Director

Report to : Director

### **Responsibilities**

1. Managing marketing and recruiting department (visiting school, welcoming supporting marketing who come to the agency,
2. Assisting Director to make sure the office operational running as per procedure
3. Keep a good relation and meeting with supporting marketing
4. Fulfill the requisition from each principal
5. Handling final interview
6. Updating agency gap pool
7. Controlling candidates documents after passed final interview
8. Assisting Director conduct parent briefing if needed
9. Make sure the staff follow the rule and their job description as per company standard
10. Making daily, weekly, monthly and yearly report to the director
11. Upgrading revenue and controlling cost

### **Qualifications**

Willing to Work as a Team

Hospitality manner

Computer Literate

English literate both in oral and written

English Bachelor's Degree or higher recommended

Has minimum 1 year experience in the same field