









We're Hiring: **ENROLMENT ADVISOR**

Location: 2nd Floor, Indochina Mall, 74 Bach Dang, Hai Chau, Danang

Reports To: Enrolment Head

Why You'll Love Working With Us:

-  Attractive & competitive Salary
-  100% Social Insurance (on full salary)
-  Clear career path & personal growth
-  Target-driven and motivating environment
-  Friendly, energetic and supportive team
-  Work in a dynamic English-speaking workplace

Your Role:

As an **Enrolment Advisor**, you'll be the face of our company - engaging with potential customers, understanding their needs, and offering education solutions. You'll also work closely with the marketing and academic teams to achieve sales targets and contribute to our growing community.

What You'll Do:

- Consult and follow up with leads interested in our English training programs
- Achieve monthly enrolment goals through direct outreach and customer care
- Build and maintain strong customer relationships
- Support enrolment, scheduling, and student onboarding
- Collaborate with Marketing and Academic departments to optimize enrolment efforts
- Join company events and promotional activities

What We're Looking For:

- Bachelor's degree (any major; business or communication preferred)
- Minimum 2 years of experience in enrolment, customer service, or telesales (preferred)
- Passion for education and working with people
- Proactive, persuasive, and results-oriented mindset
- Good communication skills in Vietnamese; basic English is a plus
- Willing to work flexible hours, including weekends

Sound like a fit? Apply now and become part of a growing, innovative team that's passionate about language and learning!

Contact Us: trangho@pteapac.edu.vn - 036 9974857