



<b>Job Title:</b> Sales & Marketing Administrator	<b>Reports to:</b> Head of Marketing & Sales Manager
<b>Location:</b> Dublin South	<b>Job Type:</b> Full time Permanent

**Job Summary:**

Griffith College, Ireland's largest private third level college seeks to recruit a motivated, organised sales administrator for their marketing admissions team.

This role is an excellent opportunity for someone looking for increased responsibility and the opportunity to excel in a busy admissions department where they will gain exposure to a wide range of administrative and reporting activity. Reporting to the sales manager and the head of marketing, the successful candidate will have individual responsibility helping the marketing officers with processing student applications for the national admissions office.

They will be required to develop and implement a comprehensive marketing plan to drive awareness and applications, with activity to cover both online and offline channels.

**Job Responsibilities:**

- Assisting the Marketing Officers (MOs) in contacting all live applicants on a weekly basis, primarily by phone but also by email and other channels as advised by the sales manager and head of marketing;
- Follow up on CAO and direct applicant and enquiry phone calls;
- Oversee CAO mailouts, including assistance with printed material (fee sheets, information packs etc.);
- Utilise the College's CRM systems to follow up on missing documents from applicants;
- Ownership of the creation and management of student admissions files;
- Generating offer letters and follow-up for acceptance reply forms;
- Marketing and admissions for 2 x faculties
- Maintain weekly reports regarding the sales pipeline for each faculty;
- Assist with campus tours for new applicants;
- Ownership of the main admissions email;
- Any other business as required by the sales manager or head of marketing.

**Minimum Education/ Experience Requirements:**

- Strong communication, sales and interpersonal skills
- Minimum 1.5 years administration experience ideally in a busy team environment
- Good working knowledge of Microsoft Office – Word, Excel, PowerPoint, etc.
- 3<sup>rd</sup> level degree qualification
- Knowledge/experience with a CRM system desirable



### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

### **Why work for Griffith College?**

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.*

*Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*