

Détail de l'offre : Full time position in IESEG Shanghai team

Partenaire	IESEG School of Management (China Office)
Adresse	Room n°1806, Building n°8, 999 Dongxiu Road
Code postal	200127
Ville	Shanghai
Référence	22D1641285812
Titre	Full time position in IESEG Shanghai team
Description du poste	<p>You like to do and are an active person. You will be included in the following missions and tasks at IESEG Shanghai Office :</p> <ul style="list-style-type: none"> ▪ Promotion of all our programs: <ul style="list-style-type: none"> o Participation to education fairs, o Presentations in universities, o Visits to partner universities, high schools, agencies, Campus France & Alliance Française Network, o Communication on social media such as ZhiHu, Weibo, Tudou, Youku, WeChat, Twitter, LinkedIn o Maintaining existing partnerships with universities and signing new ones as well as Double Degrees, Joint-Programs, etc... ▪ Students' recruitment in Shanghai Office region: <ul style="list-style-type: none"> o Reception and follow up of application files, o Interviews for qualified candidates, o Follow up of the payments, o Follow up of the visa application, o Edition of admission and late arrival letters, o Communication with French Embassy and Consulates. Corporate relationships: <ul style="list-style-type: none"> o Networking with companies, o Participation to French-Chinese business community events (CIIE, Next Tech, CIS...), o Collection of internship and job offers for current students and alumni, o Creation of opportunities for Executive Education (Learning expeditions, online certified programs...) ▪ Alumni Network animation: <ul style="list-style-type: none"> o Organization and participation to alumni events, o Organization of alumni information and training sessions, o Point of Information for newcomers.
Type de contrat	Emploi
Métier	Marketing / Webmarketing
Description de la société	<p>IESEG School of Management (www.ieseg.fr) is one of the Top Business Schools in France. With 2 campuses in France (Paris La Defense & Lille) and more than 7,000 students, 3 accreditations (EQUIS, AACSB & AMBA), IESEG School of Management is one of the most internationalized Schools in Europe with more than 300 partners in more than 70 countries and has opened its office in Shanghai for 10 years already.</p> <p>With mission to promote and recruit students for its programs in France, IESEG office in Shanghai is also involved in partnerships with Universities, Alumni Network, Executive Education and Corporate Relationship.</p> <p>The territories covered by IESEG office in Shanghai are Mainland China, Hong Kong, Macau, Taiwan, Japon, Korea, Malaysia and Singapore.</p> <p>IESEG office in Shanghai is offering a full time position to reinforce its existing team.</p>
Localisation	□□ Shanghai
Pays	Chine
Profil recherché	<ul style="list-style-type: none"> ▪ Bachelor or master degree from any field, ▪ Minimum of 5 years working experience, ▪ Past experience in private sector / education industry would be a plus, ▪ Fluent in English,

- French, Japanese or Korean would be a plus,
- Excellent computer skills (Microsoft Office...),
- Digital marketing skills (WeChat, Weibo...),
- Well organized, autonomous and entrepreneurial spirit,
- Available to travel in China and abroad,
- Flexible for working hours and time (fairs or meetings on week-end or late afternoon).

Please send your CV in English and in Mandarin. Interviews will be organized with qualified applicants.

Expérience Expérimenté (3-10 ans)
Secteur Formation et Enseignement
Langues Anglais