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Position Title	Admissions Assistant	Reference: JUL2024SG
Function/Department	Admissions and Marketing	Location: Woodleigh Campus
Manager Name & Title	Senior Admissions Manager and Inquiry Manager	
Position Type	Permanent	
Position Status	Full Time	

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- Present a positive image of the school to the community.
- Know the school's procedures, names and roles of teachers and staff and be well versed in the school's various programs.
- Support Administrative requirements for Admissions and Marketing department
- Manage the reception of SAIS campuses

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- pe Answering and directing all phone calls to appropriate parties.
- Manage email inbox of school inquiries to ensure timely responses
- Responsible for welcoming and managing all visitors in

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Administration experience working within an of

