

RIS Swiss Section - Deutschsprachige Schule Bangkok is the only international school in Thailand with a curriculum founded in 1963 upon the authentic values of Germany, Switzerland and Austria. The school is supported by the Swiss and German governments and affiliated with the Ruamrudee International School. The school has around 300 students from more than 25 countries and offers all levels from Nursery to Grade 12. Kindly find more information on our website under: www.ris-swiss-section.org

We are looking for an

ADMISSION AND MARKETING STAFF

as maternity leave replacement from February 2019 to May 31st, 2019

Requirements

- Bachelor degree in Sales, Marketing, Business Administration or similar
- Good communication skills and good appearance
- Thai national
- Good oral and written command of English
- Good IT skills (Word, Excel, PowerPoint, Adobe Illustrator or Photoshop)
- Experience with website content management systems (preferably Joomla)
- Willingness to quickly familiarize oneself with school and educational topics
- Independence, flexibility, commitment (partly even outside of normal working hours and weekends at fairs and social events)
- Open mindedness and out-of-the-box thinking

Key responsibilities

- Present and promote the RIS Swiss Section – Deutschsprachige Schule Bangkok
- Organizing yearly activities such as fairs, open house days and social events
- Developing marketing materials such as brochures, posters, advertisements
- Updating the school website
- Producing social media content
- Prospecting new customers and following-up sales leads
- Showing prospective customers the school and campus

Kindly send your application with CV and photo to applications@ris-swiss-section.org. For further information please contact the Head of Marketing, Mr. Fabian Ehrensberger, by phone or email (f.ehrensberger@ris-swiss-section.org).

We are looking forward to your application!

AFFILIATED WITH RIS 

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