

## Latin American Recruitment Administrator

VGC International College is looking for an individual to assist our Latin American recruitment team.

The successful candidate will give general assistance for areas and tasks including, but not limited to:

- Sales
- Recruitment
- Student orientation, counselling and follow up
- General data entry
- Create, review, and maintain marketing related documents
- Material receiving, tracking, and management
- Arranging courier services

The successful candidate is someone who is able to proficiently communicate in both **English and Spanish**, demonstrates the ability to work well with our Latin American recruitment team, be a quick learner, follow instructions easily, and require minimal supervision to carry out and complete the assigned tasks.

### Skills

- Exceptional attention to detail + common sense
- Be proactive, efficient, and professional at all times
- A team player who is able to work in a fast paced environment
- Ability to learn quickly and use student databases and programs
- Ability to write, speak, and interact clearly and professionally in **English & Spanish**
- Able to adapt and respond to different/challenging situations
- Keep a positive attitude when challenging and unexpected situations appear
- Firm understanding and know-how with: Excel, Word and other Microsoft tools
- Able to meet deadlines

### Qualifications

- Previous work in education is an asset
- Previous office experience is an asset
- College / university degree

- **Position type:** Full-Time
- **Location:** Downtown Vancouver, B.C.
- **Compensation:** Based on experience
- **Possible travel outside of Canada may be required**

**Interested applicants please** submit your resume and cover letter to [javier@vgc.ca](mailto:javier@vgc.ca) no later than **October 31<sup>st</sup>, 2018** at 1:00pm. Please include references and their contact details in your resume.

Applicants must be permitted to work in Canada

The successful candidate will be asked to start as soon as possible

**\*\*We thank all applicants, only those selected for an interview will be contacted\*\***

[www.VGC.ca](http://www.VGC.ca)