

Founded in 1909, SHL Schweizerische Hotelfachschule Luzern is a leading institution in Switzerland, providing practice-oriented education focused on hospitality and business management. At SHL we prepare young talents to be inspiring leaders and build an exciting career in the hospitality industry and beyond. Our Swiss and internationally recognised programmes include a BSc Degree in Hospitality Management, taught in English, as well as a «Dipl. Hotelier(e)-Gastronom(in) HF», taught in German. In addition to the two study programmes, SHL offers training concepts and consulting services in the area of «Best Customer Experience» for companies from a wide range of sectors. SHL is also involved in development projects on the international stage by actively participating in the design and development of various industry-specific training initiatives.

We are growing our team and are looking to fill this attractive position in Student Recruitment, starting as soon as possible.

STUDENT RECRUITMENT COORDINATOR

[80%]

Do you see yourself in a role encompassing student recruitment, sales and education?

This is an exciting role for someone passionate about meeting people and developing their experience in sales, admissions and student recruitment. Ideally, you already have some experience in the education sphere and can support our marketing and sales activities in Switzerland and internationally. As a key member of our team, you will be responsible for handling enquiries for our programmes, representing SHL at various external events, such as education fairs, high school visits, as well as internal events, such as Info Sessions, campus visits and more.

Key responsibilities include:

- Lead generation/nurturing and recruiting students for our academic programmes
- Contributing to the enrolment targets for both programmes
- Coordinate with applicants to ensure a smooth admissions process, as well as provide study visa support as necessary
- Support in developing and implementing student recruitment activities worldwide
- Represent SHL at local and international fairs, school visits and events
- CRM management, data analytics, sales & marketing reports
- Organise and host campus visits and information sessions
- Handle ad-hoc student recruitment and/or sales & marketing projects

Desired skills & experience:

- Holder of an Advanced Federal Diploma (HF), Bachelor's degree or equivalent
- Previous experience in student recruitment, admissions or similar is an advantage
- Knowledge of the hospitality industry is preferred
- Proficient English and German speaker. Other languages are a plus.
- Focused, driven, and accountable

- Possess excellent communication skills
- International exposure is an asset
- Must have MS Office experience and ideally has worked with CRM systems before
- Open and available to travel in Switzerland and internationally

More than an ordinary job:

We offer a varied range of tasks in a motivated and familiar team with attractive employment conditions and performance-related remuneration. Additional benefits include:

- We enable you to work independently and be creative.
- We care about your future, so, with us, you are better insured for your old age than required by law.
- Our employees benefit from a free mobile subscription.
- We assume the costs of training and further education.
- Employees enjoy freshly prepared breakfast, lunch and dinner.
- In addition, healthy snacks, fruit and beverages are available in between meals.
- You participate in unforgettable team events and celebrations.

Would you like to join our team? Then we are looking forward to your electronic application and are already excited to meet you in person.

SHL Schweizerische Hotelfachschule Luzern

Ms Nicole Martin

Director of Brand, Marketing and Sales

nicole.martin@shl.ch

www.shl.ch