

Education Services Manager

Cambridge English For Life Sdn Bhd (HQ)

Job Description:-

Your job responsibilities:-

1. Cambridge International Education (CIE) Tutorship
 - a. Teach Certificate /Diploma in Teaching & Learning (C/DTL) courses as and when there is a cohort
 - b. Assess and liaise with candidates on all C/DTL assignments submitted.
2. Work with Academic team in curriculum curation and teacher training programmes,
3. Conducting and managing teacher training programmes
4. Monitoring progress and providing feedback to trainees.
5. Conducting teacher observations in accordance to CEFL policy
6. Serve as an Invigilator at higher level exams as and when the need arises.
7. Liaising with Centre Managers and Headmasters, Teachers, etc
8. To provide editorial and proofreading support to the production of error-free corporate and/or department-specific content that adheres to the Company's guidelines.

Job Requirements:-

- Diploma or Degree holder in Marketing or related studies
- Passionate for the 'art' of marketing
- Proven experience as a marketing executive or similar role
- Good understanding of market research techniques
- Proficient in MS Office and marketing software (e.g. CRM)
- Familiarity with social media marketing and analytics
- Excellent communication and people skills
- Strong organisational and time-management abilities
- Knowledge in website analytics and search engine marketing will be an added advantage

End