

# WE ARE HIRING



## Admissions Manager

ISR is seeking an **experienced, people-oriented** Admissions Manager to **lead** our admissions process, **guide** prospective families, and **ensure** a **welcoming, efficient**, and **professional** entry experience from first contact through **enrollment**.

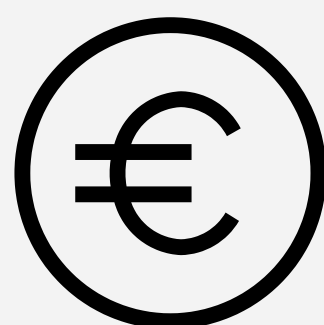
### Responsibilities:

- Serve as the primary contact for prospective families, guiding them through the admissions journey.
- Coordinate school tours, campus visits, and onboarding for new students.
- Collects data on international schools' market trends.
- Maintain accurate admissions data and generate regular reporting via Student Management System and CRM systems.
- Collaborate with colleagues during the enrollment process to ensure smooth student admission.
- Represent ISR at various events to attract new students and strengthen community ties.
- Contribute to marketing strategies in cooperation with the Marketing team.

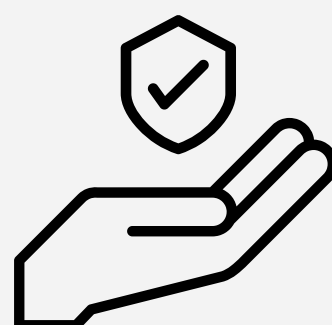
### Qualifications:

- Excellent communication and interpersonal skills across cultures
- Proven experience in client-facing, process-oriented administrative roles.
- Fluent in English, Latvian and Russian.
- Tech-savvy with strong organizational and data reporting skills.
- Previous experience in an international or educational setting is an advantage.

### We offer:



from  
3,000 EUR gross



Comprehensive  
Health Insurance



Professional  
Development  
Stipend

For inquiries, contact us at  
+ 371 28 343 696



**APPLY NOW!**