



## Registrations Executive

Temporary contract based at our Head Office at Yarnton Manor.

### About Oxford Royale Academy

Oxford Royale Academy is an award-winning British company with a real passion for international education. Each year our team works harder to compile stimulating and rewarding programmes for all ages, bringing together outstanding teachers, energetic counsellors, brilliant guest speakers and professional support staff.

### Job Description

With bases now in Oxford, Cambridge, London, Scotland and Ascot, ORA is experiencing a period of significant growth, and we are looking to recruit a **Registrations Executive**, for our **summer school**, where we offer a large number of short term summer courses, attended by students from all over the world.

This is a great opportunity for a confident, self-driven professional with excellent communication skills to join a growing organisation with huge potential and vision. Some experience working in sales is desirable; candidates should be target-driven, and looking for a challenge. With an exceptional attention to detail, the successful candidate will be a skilled multi-tasker who enjoys working across projects in a fast paced environment.

### Position Details

#### Sales

- Capturing, chasing and qualifying leads
- Working with mixed sales approaches – online, telephone and face to face
- Relationship building with a range of clients/stakeholders
- Closing sales quickly
- Identifying opportunities for cross- and up-selling
- Working with agents to build relationships and maximise booking potential
- Generating new business to drive sales and registrations
- Working to personal and team targets
- Working with company CRM system

## **Admissions**

- Maintaining and developing relationships with new and existing customers
- Outbound customer service - creating an excellent customer experience for all clients
- Processing and managing all elements of summer school applications, including keeping accurate
- student records, analysing booking data and
- Keeping financial information up to date - processing payments and creating invoices

## **How to Apply**

Please apply online at [www.oracareers.co.uk/current-vacancies/](http://www.oracareers.co.uk/current-vacancies/)