

FOUNDRY

Admissions Lead

About the business and the role

Foundry provides the very best in creative education, right here in Tasmania. Our success is driven by people who are committed to making a difference in this exciting, quickly evolving sector. Our team members are personable, highly motivated and committed to our vision. Foundry is looking for applicants with these qualities to join the team in our Launceston campus.

About the role

The Admissions Lead is responsible for providing leadership across the admissions department, developing and analysing sales strategies and providing ongoing student and market insights. With a high focus on data analysis, digging deep for the root-causes of any gaps, and then working cross-functionally to develop and implement processes, systems, and sales techniques. This role will work closely with the Operations and Marketing Manager and will provide strategic advice and guidance on relevant solutions, systems and processes with a particular focus on how they support the growth of the company.

Specific skills you must have

- Excellent attention to detail
- Strong problem solving, analytical and troubleshooting skills with the ability to exercise mature judgment
- Ability to relate well to all personality types; build appropriate rapport and use diplomacy and tact
- Ability to work autonomously from established goals and strategic direction & must be able to cope with ambiguity
- A strategic thinker, able to look ahead and respond proactively
- Ability to work in a complex matrix environment to create buy-in and implement processes
- Excellent change management and leadership skills; a demonstrated ability to effect change on a global scale, and strong influencing and collaboration skills
- Solid verbal and written presentation, communication, and influencing skills
- Ability to work independently with minimal supervision and as part of a team, with a strong customer service focus

Specific experience we think you need

- Analytical and strategic thinking
- At least one year CRM experience
- 5 - 10 years sales and management experience

Full-time and part-time applications considered.
Based in our Launceston Head Office.

