

## Job Description

### Mandarin Liaison Officer

**Responsible to:** The Headmaster.

**Job Purpose:** Provision of Mandarin language for marketing and pastoral support.

**Overview:** The College recognises that there is growing demand for admission from Chinese families and therefore aims to provide native language speaking support to marketing, admissions and ongoing pastoral operations of the College.

#### Duties and Responsibilities:

- Provide support to Marketing Department in the preparation of bespoke marketing materials for the Chinese markets.
- Provide support to Marketing Department in the promotion of the College in Chinese markets, which may include joining marketing trips.
- Provide support to Admissions Department in the contact with recruitment agents of the College, including direct contact with parents and translation of relevant admissions documentation.
- Supporting the induction of new Chinese pupils in respect of familiarization, translation etc.
- Supporting the Housemasters/Mistresses (HMMs) in the effective immersion of Chinese students into the life of the College.
- Working with the Heads to provide assistance in the translation and dissemination of relevant parental communications, including reports, to parents of Chinese students.
- Other duties as reasonably expected by the Headmaster.

#### Requirements:

- Candidate must possess at least Bachelor's Degree/Post Graduate Diploma/Professional Degree in Others or equivalent.
- Required language(s): English, Chinese
- At least 2 Year(s) of working experience in the related field is required for this position.



- Preferably Junior Executive specialized in Public Relations/Communications or equivalent.