

Graphic Designer / Social Media Coordinator

KIS International School

Job Opportunity Form

Job title:

Graphic Designer / Social Media Coordinator

General Description:

KIS International School is currently looking for a full time graphic designer and social media coordinator to join the Marketing Department.

Requirements:

Responsibilities:

- Design and produce internal and external marketing materials for digital and print media, including videos, newsletter, brochures, flyers, yearbook, posters, banners etc.
- Learn about KIS and create engaging content to showcase the school
- Create an annual online marketing plan in line with the school's marketing plan
- Manage KIS's online presence on social media, KIS website, and other websites
- Photography and videography of school events
- Support marketing events

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Candidate profile:

- **Excellent design skills, a good eye for style and detail**
- **Outstanding written and spoken English**
- **Self-driven, responsible.**
- **Any nationality**
- **Photography skills are a plus**
- **Experience with SEO is a plus**
- **Experience with the International Baccalaureate and/or international schools is a plus**

What we offer:

Competitive salary, medical insurance and other benefits, a positive working environment

Contact Information:

If interested please email CV and cover letter to Linda Belonje, Director of Marketing and Development, KIS International School. linda@kis.ac.th

Closing date: This position will remain open until the right candidate has been found

Start Date: As soon as possible

International Admissions Manager

KIS International School

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Job title:

International Admissions Manager

General Description:

KIS International School is currently looking for an International Admissions Manager to join the Admissions Department at KIS International School. This position can be part time or full time.

Requirements:

Responsibilities:

- Host school tours
- Manage the admissions process from first contact to enrolment completion and family settling in
- Keep records up to date in OpenApply admissions software
- Participate or run new parent orientation events

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- Participate in school marketing events
- Participate in evening networking events

Candidate profile:

- Any nationality, must be fluent in English
- Connections to the expat community preferred
- Experience in school admissions is preferred but not required
- Experience with the International Baccalaureate and/or international schools is a plus

What we offer:

- Medical insurance and other benefits, a positive working environment
- Part time or full time working hours (part time may include time off during school holidays)

Contact Information:

If interested please email CV and cover letter to Linda Belonje, Director of Marketing and Development, KIS International School. linda@kis.ac.th

Closing date: May 18, 2018

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Start Date: August 2018