

Lead Registrar Position

Make a difference in the Eastern Province !!
Team Leader – Dynamic Role – Professional – Face of the School

Job description:	
Employer:	Multinational School - Dhahran
Place of employment:	Dhahran – Eastern province.
Job Function:	Administrative.
Qualifications:	Degree or relevant experience
Experience:	Three years of clerical experience.
START DATE :	Immediate

Essential Functions / Major Responsibilities:

- The Lead Registrar will line manage the Admissions Team and be responsible for ensuring that the student registration processes in Multinational School Dhahran are administered, efficiently and according to governmental controls. The role entails escorting parents on school tours and supporting the Principal and staff members to ensure the smooth running of the school.
- The LR will also play a key part in the planning, preparation and execution of key admissions-related public events.

Skills:

- Excellent standard of spoken and written English skills
- Ability to maintain accurate and auditable records
- Ability to lead and improve internal processes
- Ability to proficiently use personal computer and software to develop or maintain spreadsheets and database.
- Basic maths skills
- Strong organisational, communication, and interpersonal skills
- Flexibility to work with staff / parents and other school visitors
- Ability to work to deadlines and targets in a busy environment

Interested parties – please send your resume to:

careers@mnsdhahran.com