



<b>Position Profile</b>	
<b>1. Position Title:</b>	<b>Assistant Registrar</b>
<b>2. Department:</b>	<b>Sales</b>
<b>3. Reports To:</b>	<b>Registrar</b>
<b>START DATE:</b>	<b>Immediate</b>
<b>4. Role Description:</b>	
<p>The assistant registrar will communicate with existing and prospective students and clients of Knowledge Bureau in person, by phone, email and a variety of social media. A quick study, the successful candidate will be a friendly, outgoing person with customer service and sales experience, possessing excellent language skills, oral and written, who can perform administrative functions at a highly proficient level, type accurately at 60 wpm, meticulously record daily communications activities, file, perform banking and daily accounting functions. Proficient at email, smart phone and online environments, the successful candidate is a self-starter, and a team player who will thrive in a fast paced, creative environment and enjoy helping busy professionals with their training needs. Career advance opportunities available for the entrepreneurial person who shows leadership in training and mentoring student relationship co-ordinators. Perfect for an enthusiastic person who would love to build rewarding relationships with students from coast to coast who are professional tax accountants, bookkeepers, and wealth advisors.</p>	
<b>RESPONSIBILITIES:</b>	<b>Description</b>
Incoming Calls	<ul style="list-style-type: none"><li>• Answer incoming calls with professionalism</li><li>• Assist in student related questions, enrolments and support</li><li>• Route calls to other staff as required</li><li>• Process in-person, email, telephone, fax registrations</li></ul>
Outgoing calls	<ul style="list-style-type: none"><li>• Prepare of educational consultations with new and returning students to enrol in online courses, workshops and conferences</li></ul>
Student Registration	<ul style="list-style-type: none"><li>• Daily Results Reporting: Inquires, enrolments</li><li>• Client Relationship Management: Keep accurate student records</li></ul>
Student Services	<ul style="list-style-type: none"><li>• New Student Orientations</li><li>• Graduate re-engagement (Course Completion and Continuation)</li><li>• Course Expiries – call students to re-engage</li><li>• Graduate and Designation Certification, Transcripts</li></ul>
Administration	<ul style="list-style-type: none"><li>• Collection systems – up to date; complete, reminders</li><li>• Mail handling &amp; distribution – hard copy and email</li><li>• Data base management and filing, inventory/shipping</li></ul>
Compensation	<ul style="list-style-type: none"><li>• Hourly wage, dependent upon experience, generous group benefits and vacations</li></ul>
<b>Apply by email with cover letter and CV to:</b> The President, Knowledge Bureau evelyn@knowledgebureau.com	