



# HHL

LEIPZIG  
GRADUATE SCHOOL  
OF MANAGEMENT

HHL is a university-level institution and ranks amongst the leading international business schools. The goal of the most traditional business school in German-speaking Europe is to educate effective, responsible and entrepreneurially minded leaders. In addition to HHL's international focus the combination of theory and practice plays a key role. HHL stands out for its excellent teaching, its clear research focus, and its effective knowledge transfer into practice as well as its outstanding student services.

The Department of Marketing and Student Recruitment at HHL is currently seeking at the earliest opportunity - initially limited to 1 year - a

### **Sales Manager / Student Recruitment Manager (m/f) for the international full-time M.Sc. Program**

The Department of Marketing and Student Recruitment at HHL is responsible for the implementation of all marketing measures and thus for the promotion of HHL and its degree programs on a national and international level. The core task is the recruitment of suitable candidates for HHL's Master's programs.

#### **Main responsibilities:**

- Recruiting of qualified applicants for HHL's international full-time M.Sc. program by identifying, targeting, and counseling of high potential candidates throughout the whole information and application cycle
- Proactively enhancing program visibility and effectively strengthening of the HHL brand
- Developing, implementing, and evaluation of the marketing strategy for the respective study program
- Developing and implementing of tools to improve candidate engagement
- Presenting HHL and the full-time M.Sc. Program at selected national career fairs and events
- Market and competitor research
- Database and lead management

#### **Required skills and abilities:**

- Candidate is expected to hold a university degree
- Sales experience or work experience in international student recruitment is an asset
- Excellent written and oral communication and presentation skills in English – ideally also German
- Experience with e-mail marketing tools (e.g. Mailchimp)
- Experience with the CRM software salesforce is an asset
- Ability to work independently and willingness to travel (10+ days per year, occasionally overnight and over the weekend)
- Strong interpersonal and intercultural skills with both potential students and faculty
- Diligence and quality focus
- Superior organizational and problem solving skills, ability to manage multiple tasks and successfully meet deadlines
- Solid experience in MS Office

#### **We offer:**

- A performance-based compensation
- An attractive and challenging job
- An international and dynamic work environment
- An enthusiastic team with a professional and inspiring work atmosphere
- Opportunities to develop your range of responsibilities with a high level of initiative
- A place of work in the beautiful Leipzig - with high standard of living and at the same time affordable living costs

We are looking forward to your complete application (indicating your salary expectation and the earliest date you can start working) per e-mail to: [personal@hhl.de](mailto:personal@hhl.de)

#### **HHL Leipzig Graduate School of Management**

Kirsten Beuthe

Director Human Resources

Jahnallee 59 - 04109 Leipzig - Germany

Tel.: +49 341 9851-759 / Fax: +49 341 9851-662

E-Mail: [personal@hhl.de](mailto:personal@hhl.de), Internet: [www.hhl.de](http://www.hhl.de)