



Be a part of our international school administrative team!

APPLY NOW:

GESM Marketing & Admissions Officer

TO START IMMEDIATELY

ABOUT US: The German European School Manila (GESM) is a non-profit, private international school offering Kindergarten to Grade 12 in German and in English. We are an officially recognized German school abroad, and IB World School and a member of the UNESCO Associated Schools Network among others. At GESM, the faculty of about 20 different nationalities teach and learn with a student body coming from 30 to 50 nationalities.

POSITION OVERVIEW: The Marketing Officer works closely with the school's administration in developing and maintaining GESM's marketing measures comprising mainly of social media management and website maintenance. Additionally, the marketing officer is expected to assist in students' enrollment process.

KEY RESPONSIBILITIES:

Social Media Management: Curate and manage content across various social media platforms to enhance brand presence, engage with followers, and attract prospective students and parents

Website Management: Maintain and update the school's website, ensuring information is accurate, relevant, and presented in an appealing manner

Newsletter Distribution: Coordinate the creation and distribution of email newsletters to keep stakeholders

informed about events and important updates.

ID Distribution and Control: Oversee the printing and distribution of identification cards for staff members and students.

Administrative Tasks: Assist with various administrative duties such as filing enrollment documents, school event promotions, etc.

REQUIREMENTS:

- Bachelor's degree in Marketing, Communications, IT, or a related field
- Minimum of two years of experience in a marketing or communications role
- Experience in website editing, i.e. Wix, Wordpress
- Experience with graphic design software such as Canva; familiarity with Photoshop and other design tools is preferred
- Experience in creating social media content, including short-form videos
- Excellent written & spoken English
- Proficiency in German is ideal

BENEFITS:

- Competitive salary and benefits package
- Opportunity for professional development and continued learning
- Supportive international working environment
- Contribution to shaping the intellectual and creative growth of students

SEND RESUME & COVER LETTER TO:

Anis Shahmardani

German European School Manila, 75 Swaziland St.
Parañaque City 1711, Metro Manila, Philippines

recruitment@gesm.org | www.gesm.org