

Location
Contract

Doha, Qatar
Permanent | Full-time position

Job Title
Reporting to
Department

Recruitment Development Manager
Executive Director, Partnerships and Growth
Partnerships and Growth

About HEC Paris

Founded in 1881 by the Paris Chamber of Commerce and Industry, HEC Paris brings together 140 permanent professors, 4,500 students and 8,000 managers in executive education programs every year.

As leaders of impactful learning, HEC Paris has been committed to excellence and impact in research, teaching and thought leadership while delivering transformation and support in addressing the disciplines that matter in today's complex global economic situation.

In 2010, HEC Paris joined Qatar Foundation to bring world-class Executive Education programs and research activity to Doha and the region. HEC Paris launched Qatar's first international EMBA, which is currently ranked number 3 worldwide by the Financial Times, and the Specialized Master's in Strategic Business Unit Management (SBUM). HEC Paris is also a world leader in custom-designed programs, and works with clients in Qatar and the region to design and deliver executive programs that address current business challenges.

The programs and research activities of HEC Paris in Qatar build corporate competitiveness within the global economy and are fully aligned with Qatar National Vision 2030 to support the transformation of Qatar into an advanced, competitive and knowledge-based economy. Corporate partnerships have also played a key part in HEC Paris' mission of bringing about regional economic transformation by developing business talent, managers and leaders who can meet the societal and environmental challenges of the future. <http://www.qatar.exed.hec.edu/>

HEC Paris in Qatar is an exceptional workplace, located in state-of-the-art premises in Doha. A true embodiment of HEC Paris' core values – Excellence, Diversity and Community – our staff is a close-knit community of diverse individuals who are driven by the pursuit of excellence.

Job Summary

The Recruitment Development Manager is responsible for ensuring enrollment targets into HEC Paris degree programs in Qatar (EMBA and Specialized Masters) and meeting objectives in terms of application volume, conversion targets, diversity and quality of candidates. Other Executive programs may be added to the scope of the activity as relevant.

Key Responsibilities

- Support all recruitment and business development across allocated geographical zones and portfolio of programs
- Serve as the single point of contact throughout the application journey, from initial inquiry through enrollment
- Proactively contact leads assigned from the marketing team to qualify and convert them to new applications

- Identify new sources of leads
- Implement a one-to-one approach to leads and applicants, building and nurturing relationships with candidates across the region, supporting individuals throughout their application journey
- Convert admitted candidates to enrolled participants
- Manage the pipeline effectively to ensure maximum applications and ensure that applicants meet the criteria of the admissions committee
- Successfully manage sales and development activities to achieve growth and recruitment targets, ensuring realization of department and organizational goals for products under area of responsibility
- Leverage relationships with corporate contacts and clients to promote HEC Paris programs across the region
- Identify and manage recruitment budget
- Organize and lead recruitment events aimed at lead generation and conversion, including online, face to face and corporate
- Drive successful use and optimization of CRM and data, ensuring regular and relevant dashboards and reporting are aligned with required performance metrics to support key business decisions
- As per social media plan, support HEC Paris in Qatar presence by generating relevant content and interacting with target audience
- Leverage alumni to provide referrals
- Attend general networking, educational seminars and business specific events to generate new leads
- Provide feedback and intelligence from the field relevant for marketing and other business development activities and decisions
- Working through information systems, provide real-time data on the applicant pool, including forecasts and projections
- Ensure lead and candidate data in the CRM system is updated as relevant

Minimum Requirements

- Master's degree in Business or related field
- 5+ years minimum experience in sales, talent acquisition or recruitment
- Knowledge and experience of Executive Education a plus
- Excellent presentation and communication skills
- Credible with the ability to persuade
- Ability to interact with senior executives in a professional and efficient manner
- Results driven with strong customer focus and solid business acumen
- Ability to work under pressure and deliver on deadlines
- Excellent time management, organizational skills, attention to detail
- Highly proficient in Word, Excel, PowerPoint, experience in the use of CRM systems for lead/client management and forecasting
- Willingness to travel and work non-traditional hours (evenings, weekends)
- Experience in GCC countries a plus

Disclaimer

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.

Application

If you are interested in this position, please send your resume and cover letter to qatar-recruit@hec.fr