

## JOB DESCRIPTION: **INSIDE SALES EXECUTIVE - CULINARY EDUCATION**

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Location: Ho Chi Minh City, Vietnam

Job Type: Full time

### **ABOUT THE OPPORTUNITY**

AusHub Talent Services is seeking an Academy Inside Sales Executive for a leading culinary education provider in Vietnam. Our client offers hands-on vocational training designed to equip aspiring chefs and hospitality professionals with industry-ready skills. This role is pivotal in managing daily academy operations and driving enrollment growth through proactive student recruitment and administrative excellence.

Backed by over 35 years of legacy in the food industry, our client is dedicated to enhancing the professional skills of Vietnamese individuals. They focus on creating pathways for international career opportunities, particularly in Australia and New Zealand, while championing a commitment to quality and excellence.

### **KEY RESPONSIBILITIES**

#### **Administration**

- Manage day-to-day academy operations and office administration.
- Handle student registrations, enrolments, and course scheduling.
- Maintain accurate student records, attendance, and database management.
- Coordinate communication between students, instructors, and management.
- Prepare administrative reports, certificates, and training documentation.
- Manage inquiries via phone, email, social media, and walk-in visits.
- Assist with event planning, workshops, open days, and academy activities.
- Ensure training facilities and classrooms are prepared for classes.

#### **Sales & Student Recruitment**

- Promote academy courses and programs to prospective students.
- Follow up on leads generated through marketing campaigns, social media, and referrals.
- Conduct course consultations and provide guidance on suitable training pathways.
- Convert inquiries into enrolments.

- Organize and participate in recruitment events, education fairs, and promotional activities.
- Maintain a sales pipeline and regularly update customer relationship records.
- Prepare enrolment agreements and payment documentation

### **Customer Service**

- Deliver exceptional service to students and stakeholders.
- Address student concerns and provide timely solutions.
- Support student onboarding and orientation processes.
- Maintain positive relationships with current students and alumni.

### **SKILLS & EXPERIENCE**

- Diploma or Bachelor's degree in Business Administration, Hospitality, Marketing, Education, or a related field.
- Minimum 2 years of experience in administration, sales, customer service, or education-related roles.
- Excellent communication and interpersonal skills.
- Professional level English proficiency (spoken and written).
- Strong organisational and time-management abilities.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and CRM systems.
- Ability to work independently and as part of a team.
- Sales-oriented mindset with confidence in achieving enrolment targets.
- Experience in education, training, hospitality, or culinary industries is an advantage.

### **BENEFITS**

- Professional development and training opportunities.
- Career advancement within the academy.
- Supportive and dynamic working environment.
- Opportunity to contribute to the development of future culinary professionals.
- Attractive salary, and incentives.

Interested candidates are invited to submit their CV to [industryrep@auschamvn.org](mailto:industryrep@auschamvn.org) . Due to the large volume of applications received, only shortlisted candidates will be contacted.