

Due West Education – Job Posting: Manager of Boarding School Preparation

We're not here to be average – We're here to be awesome!

What is this role about?

Do you believe in education's role in nurturing global perspectives and cross-cultural understanding among tomorrow's leaders? If you do, you are in the right place!

Founded in Beijing, China in 2009, Due West Education is a dynamic and innovative education company empowering students from diverse international backgrounds to thrive in an increasingly global society. Our value lies in delivering exceptional services that offer families precise insights, enabling them to make well-informed decisions to achieve their educational goals. Through this process, we help each student discover their true passions and unique talents with personalized plans focused on self-discovery. With branch offices in Suzhou, the US, and Singapore, our impact reaches thousands of students, helping them achieve their educational dreams and beyond.

Due West Education is seeking talented individuals to join our Secondary School Placement team as a **Manager** based in Beijing, China.

About the Job

- Ensure the steady progress and academic & social development of our students through our programs, as well as the quality and timely submission of all aspects of boarding and junior boarding school applications
- Guide counselors on challenging service issues and how to navigate those to ensure student and parent satisfaction, in close coordination with the Parent Coordinator team
- Work closely with the Sales team and the Vice President to represent Due West professionally and inspire confidence in sales meetings
- Coordinate with the Marketing team to guarantee the smooth execution of events with boarding school admissions officers and other marketing events and initiatives
- Oversee the day –to-day operations and training of secondary school team

First-year Success Goal

In your first year, success entails cultivating strong, trusting relationships with your team, students, parents, and school administrators, achieving effective goal completion, expanding your knowledge of admissions processes, honing your writing and professional skills, and delivering exceptional client service.

What Makes You Thrive at Due West

- Management philosophy that prioritizes long-term employee development
- Significant career development and advancement opportunities
- An open, multi-cultural workplace in the heart of Beijing's Central Business District (CBD)
- A self-motivated and high-achieving team of professionals that are internationally minded, supportive, and collaborative
- Competitive compensation (base monthly salary range of 25,000-30,000 RMB) & benefits that include a comprehensive health insurance plan, 17 days of paid annual leave, and all official



**Due West Education is a Member of
International ACAC and NACAC**

national public holidays

- Regular company-sponsored employee well-being programs and team-building activities
- Full support in applying for and obtaining work and residence permits (for international applicants)

What We Expect of You

- Bachelor's degree or higher from an accredited American institution
- Excellent English skills in reading, writing, and public speaking
- Familiarity with the US boarding school admissions process
- A deep understanding of the student and parent perspective and customer service expectations in China
- Proven critical thinking and problem-solving skills
- Strong organizational, communication, and management skills
- Ability to adapt and desire to grow in a leadership position

To Apply: Interested candidates should email a resume to recruiting@duewesteducation.com.