

Position

ADMISSION MANAGER (D/F/M)



Work from home



individual start time



full-time

Your tasks.

Do you want to shape the tech talents of tomorrow? Join us at WBS CODING SCHOOL – Europe’s leading hybrid coding school!

As Admission Manager (d/f/m), you are the primary contact person for our prospective WBS CODING SCHOOL students – from the initial contact to signing the contract. You ensure that our applicants always feel well-advised, and you are committed to contributing to the successful admission of our candidates.

Your responsibilities:

- Showcasing WBS CODING SCHOOL’s course offering in a compelling way to prospective students;
- Providing tailored-to-applicant’s-needs support related to the application process, our courses and available funding options;
- Interacting with potential students in an engaging manner through all our communication channels;
- Conducting interviews as part of our application process;
- Performing administrative tasks related to future student journey;
- Identifying and sharing your observation of current developments (trends, bottlenecks, best-practices, etc.) with the Admission team and other departments;
- Delivering our student recruitment events including open house event, Q&A sessions, and other events;

Your strengths.

You share our enthusiasm to support our future students in being one step ahead in a constantly evolving world and training them to be an IT specialist of tomorrow. Together with our great team, you strive towards making WBS CODING SCHOOL better every day.

What we are looking for:

- You are a detail-oriented organizational talent, never losing sight of the big picture
- You don’t let anything wind you up
- Excellent verbal and written communication skills in **both English and German** are mandatory. Additional languages are a plus
- You have strong interpersonal skills and always consider the individual needs of our applicants
- Open-minded and solution-driven approach towards admission and student recruitment
- Experience in admissions, sales, student recruitment or customer service is a plus
- You are passionate about the IT industry and new technologies

BENEFITS.



Working with purpose.

Unleash your full potential | Support the common good and sustainability | Work independently | Fundraising and WBS HerzensProjekte



Health.

Take part in fitness challenges | Virtual sports events | Jobrad | Mental health and fitness with 7mind@work | Vegetarian organic cuisine



Work-life-balance.

Enjoy 30 days vacation | Trust-based work hours | Sabbaticals | Working abroad | Working vacations in our seminar houses in Berlin and Pommritz



Digital work.

Be digitally connected with your colleagues | Work remotely with Microsoft 365 | Use ergonomic workplace equipment in your home office as well



Feel good.

Experience a hearty togetherness | Mindful meeting culture | Coaching offers | Transparent communication | Feel-good platform Voiio



Family and work.

Take advantage of flexible working hours and home office | Family holidays in our seminar houses | Advice on caring for relatives



Bonuses and discounts.

Benefit from bonuses | Discounts and corporate benefits | Subsidies for insurance and company pension schemes



Events.

Celebrate with us at annual parties in Berlin | Individual team events and Christmas parties | Yoga and Pilates retreats | Onboarding event



Personal development.

Develop yourself further with various training offers and advanced training courses | Three training days per year | Digital learning platform

*Note: Benefits vary depending on position and location.

All person-related expressions in this job advertisement are gender-inclusive. We particularly welcome applications from people with different physical and / or mental abilities and different social and / or ethnic backgrounds, as well as those with different religions / beliefs, sexual orientations, gender identities and ages. If you have any questions, please do not hesitate to contact us.

[APPLY NOW](#)