



International Education Information Officer
Fluent in English and Russian

Are you:

- A graduate from a UK University?
- Fluent in English and Russian?
- A good team player with strong written and verbal communication skills?
- An efficient person who can organise their time to meet set deadlines?
- Adept at producing quality written documents with excellent attention to detail?
- Confident when dealing with enquiries and able to make decisions?

Would you like to:

- Forge a career in a dynamic organisation providing expert advice on international qualifications?
- Develop specialist knowledge of education systems and support people hoping to fulfil their ambitions?
- Contribute positively to the movement of professionals and students into and out of the UK?

...then we would like to hear from you!

Who we are and what we do

Ecctis Ltd is the UK national agency for information and expert advice on international qualifications and skills. The work is interesting and the atmosphere is lively, friendly and supportive.

As an Information Officer, you will develop knowledge of overseas qualifications allowing you to assist in the international qualifications recognition and comparison process. You will maintain professional and supportive enquiry services. In addition, you will conduct a range of administrative tasks and may assist in the delivery of training and projects.

Full training will be provided.

Office Location: Cheltenham, Gloucestershire, UK

Starting Salary: £22,000

Benefits: 25 days annual leave in addition to statutory bank and public holidays.
Company Pension scheme; the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service.
Life assurance of 3 x basic salary for members of the pension scheme.
Bupa Private Health Care Scheme with employee contribution
Employee Assistance Programme to support employee health and wellbeing

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email your CV and covering letter to recruitment@ecctis.com