

— VIS —

CAREERS

— 2025-2026 —



Career Opportunity

Position Title

Admissions Officer (Temporary Position) – January to March 2026

Location

Verbier, Switzerland

Contract Type

Temporary, Full-time

Languages

Fluent in English with a good command of another language being a plus.

About Verbier International School (VIS)

Verbier International School is a leading international day and boarding school located in the heart of the Swiss Alps. Part of the Dukes Education Group, VIS offers a world-class education with a focus on academic excellence, wellbeing, and experiential learning through its *Education with Altitude* philosophy. As the school continues to grow, we are seeking a highly organised professional with strong administrative skills to take on the role of Admissions Officer.

Role Summary

Reporting directly to the Head of Admissions, this position offers an exciting opportunity to work within a vibrant, forward thinking international school located in the heart of the Swiss Alps. You will support the Admissions and Marketing Department during our peak winter season, welcoming families from around the world and ensuring a seamless admissions experience for every new student.

Key Responsibilities

- Serve as the first point of contact for prospective families, agents and partners
- Manage enquiries and applications efficiently using iSAMS and Salesforce
- Schedule and facilitate tours, interviews and assessments, ensuring a professional and welcoming experience
- Support the coordination of winter and full year enrolments, liaising with academic and boarding teams
- Prepare admissions materials, offer letters and contracts
- Collaborate with the Marketing and Communications team to ensure consistency across all channels
- Maintain accurate records and reports to support data driven decision making

Profile of the Ideal Candidate

- *Warm, personable and confident in communicating with families from diverse backgrounds*
- *Highly organised with excellent attention to detail*
- *Fluent in English and ideally another world language*
- *Experienced in administration, customer service or school admissions*
- *Comfortable working in a fast paced environment with multiple priorities*
- *Enthusiastic about education and the ethos of Education with Altitude*

Reporting Line

Reports to: *Head of Admissions*

Application Process

Interested candidates are invited to send a CV and cover letter (in French or English) to **info@vischool.ch**, outlining their relevant experience and motivation for the role.

Applications will be reviewed on a rolling basis until the position is filled.

