

JOB DESCRIPTION

Admissions Advisor

DETAILS

Location: Tumwater, WA
Reports to: Admissions Manager
Status: Full-Time
Salary: \$15-\$18.00 per hour DOE

SUMMARY

The Nutritional Therapy Association is seeking an Admissions Advisor to support us as we lead the charge in functional and holistic nutrition by empowering the next wave of nutrition professionals with the education they need to change the world.

The candidate selected for this role will be responsible for admissions advising, member service, operational and administrative support and enable Nutritional Therapy Association to meet enrollment goals. Responsibilities focus on admissions counseling and recruitment for prospective students and application processing for incoming students. This position provides general customer service to students from enrollment through graduation.

We believe that the future of our society rests on the ability to reverse the damage caused by the modern diet with the power of nutritional therapy, and we are working every day to educate, support, and grow our community of paradigm shifters, impact makers, and real food rebels. If you are interested in working for a company that has a team of hard workers and people who want to change the world, then we are looking for you.

RESPONSIBILITIES

- Communicate with potential students via phone, chat and/or email
- Respond to a wide variety of inquiries to include but not limited to membership, certification, NTA events, Nutri-Q, Etc.
- Confidently promote the merits of all Nutritional Therapy Training programs
- Advise students from program selection through registration
- Manage and update student database tool (CRM) to help track student progress through the admissions process
- Process online registrations, including varied payment options and class enrollment
- Contribute to ongoing CRM customer lifecycle management
- Assist with additional projects throughout the academic year
- Review & edit outgoing registration, web content, and membership documents

QUALIFICATIONS

- Proven written and verbal communication skills
- Punctual, strong work ethic, dependable with history of excellent attendance/commitment
- Problem solver, comfortable giving and receiving feedback, strong attention to detail, accurate, avid learner, handles multi-tasking, great organizational skills
- Self-motivated, flexible, and able to work in a team environment with minimal supervision
- Prior experience in customer service preferred but not required
- Be passionate about health and nutrition and the mission of NTA
- Proficiently in Microsoft Office Suite, including Excel, Word & Outlook
- Proficiently with CRM database software or other customer tracking programs
- Ability to operate office equipment including fax, scanner, copy machines and multiple line phones
- High School Diploma or equivalent required, college degree preferred
- Preferred experience with Infusionsoft, Slack, Office 365 & Trello

BENEFITS

- Competitive Wages
- Comprehensive medical, vision and dental benefits program
- Company matched IRA
- Excellent training opportunities that foster career growth
- Monthly wellness stipend
- Company paid Vacation & Sick Pay days

TO APPLY

Send your Cover Letter and Resume to:

Maile Oatman

maile@nutritionalthrapy.com