

# VACANCY NOTICE

<b>POSITION</b>	<b>OPERATIONS SENIOR EXECUTIVE / MANAGER</b>
<b>LOCATION</b>	<b>KUCHING, SARAWAK</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

- The Executive/Manager is to oversee a team of administrative staff to support the Principal in ensuring the smooth running of the school operation is an area of but not limited to facilities, events management as well as the purchasing function of the school.
- He/ she should possess strong interpersonal skills to be able to work well with both internal staff and external parties to ensure the function under the his/ her purview in being carried out within the timeline given.
- He/ she is expected to be able to establish a strong working relationship with the respective academic teams assigned with school activities. This will enable he/ she to support the team in activities and events coordination work.

## Scope & Responsibilities

### 1. Facilities Support

The facilities support includes the following areas:

- (a) Building maintenance
- (b) Facilities management
  - i. Cleaning Services
  - ii. Security
  - iii. Transportation
  - iv. External Services Provider

### 2. Events Management

- i. Coordination of Students events & activities
- ii. To assist and support the Marketing Team in the students' recruitment events
- iii. School Liaison for external events held at School compound.

### 3. Purchasing

### 4. Operating Budget

### 5. Others Administrative Support

- i. Undertake specific duties assigned within the remit of the designated line managers
- ii. To work with the other administration managers (Admissions & Records, Manager & Quality Assurance, IT Support etc) within the Administration Section to ensure the administrative support and services are well rendered to enable effectiveness and efficiency of school operation.

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## JOB REQUIREMENTS

- Degree holder preferred or minimum 5 years' experience in related fields (senior executive and above).
- Excellent communication and interpersonal skills
- Strong organizing and leadership skills to be able to work well with both high level and ground operation level members of staff and/ or external services provider.
- Ability to react flexibly under pressure and work to tight deadlines
- To deal effectively with the members of all internal and external HIS stakeholders
- Provide a high level of confidentiality in all aspects of operation
- Maintain a helpful, professional demeanor at all times and receive queries and complaints in a calm, positive and reassuring manner