

VACANCY NOTICE

REF: C27012025

POSITION	HEAD OF OPERATIONS
LOCATION	ULU TIRAM, JOHOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

We are seeking a dynamic, vibrant and innovative Head of Operations to join our team. This role will be reporting to the principal directly. In this role, you will oversee all aspects of day-to-day function of operations department.

Key responsibilities includes:

- Facilities Management
- Maintenance & Cleaning
- Project Management related to school operations and facilities development
- Purchasing/Procurement
- Security Management
- Administrative role of Student Activities, Trips and Events
- School Budget/Capex/Opex
- Main liaison with regulatory agencies such as Ministry of Education, local council.
- Liaison for External Service providers/School outsource service.

Key Competencies for the position include:

- Supportive Leadership: Capable of providing guidance and support to team leaders and members to ensure operational success.
- Operational Efficiency: Skilled at identifying and resolving bottlenecks to improve daily operational issues.
- Collaborative Communication: Able to effectively communicate across teams and with senior management.
- Problem Solving: Proactive in finding solutions and supporting the implementation of changes.
- Adaptability: Flexible in handling changing priorities and managing school operational challenges.

JOB REQUIREMENTS

- Possess minimum Bachelor's degree in Business Administration, Operations Management, Business Management or related field.
- Minimum 4 years of experience in operations preferably in an education setting.
- Managing multiple projects with tight deadlines.
- Strong organizational and multitasking abilities.
- Excellent communication and problem-solving skills.
- Ability to work independently and collaboratively within a diverse team.
- High level of adaptability and resilience.