



Assistant Campus Manager

Job type: Full-time, Permanent (5 or 5.5 days' work week)

Job Description

- Oversees a team in charge of operations, administration, registration and counter services.
- Ensure contract adherence by vendors.
- In charge of operational support in school operations and events.

Job Requirements

- Minimum Diploma.
- Proficient in English.
- Good with processes, policies and their implementation.
- Have relevant experience, preferably in Administration and Operations.
- Prior leadership experience preferred.
- Good documentation and communication skills.
- Knowledgeable in Microsoft applications.
- Meticulous.

Job Benefits

- Leave, medical, dental, and insurance coverage.
- Attractive remuneration and benefits package.
- Opportunities for personal growth and career development.

Additional Information

- Supportive working environment of friendly co-workers.

Salary

From \$2,900 - \$3,100, depending on experience.

Interested applicants are to forward your CV to hr@sjck.org.sg. Thank you.