



## Assistant Campus Manager

(5 or 5.5 days work week)

### 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.

### Requirements

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

### Benefits

We offer a competitive salary and benefits package, supportive work environment, and opportunities for personal growth and career development.

Please send your resume to [hr@sjck.org.sg](mailto:hr@sjck.org.sg). Thank you.

*We apologise that only shortlisted candidates will be notified.*