



## **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
- Meticulous
- Knowledgeable in Microsoft applications

### **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 [joinus@littleseeds.edu.sg](mailto:joinus@littleseeds.edu.sg). Thank you.

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