

PR/161068 | Head of Administration

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1611323

Industry
Education

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
October 20th, 2026 06:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

This role will be responsible for leading and optimizing the school's end-to-end administrative operations, ensuring seamless support for faculty members, students, and parents.

Responsibilities:

- Ensure the non-academic departments run efficiently and align with the school’s mission.
- Collaborate closely with Heads of Faculty to ensure administrative support meets academic needs.
- Ensure adherence to local education regulations , data protection laws, and school policies.
- Develop and implement policies, systems, and processes to enhance productivity, compliance, and service quality.
- Identify and implement technology solutions to modernize operations as well as regularly assess departmental performance through KPIs and feedback loops.

- Lead, mentor, and evaluate administrative staff across multiple departments.
- Work closely with cross-departmental teams for operational functions such as managing vendors, overseeing budget and payments, supporting students' enrollment and examinations, maintaining campus cleanliness and safety standards, handling all kinds of stakeholders' communications, as well as organizing extracurricular activities.

Requirements:

- Bachelor’s Degree or Master's Degree in a relevant field is preferred.
- Candidates with experience in school administration, particularly in operational management, team leadership, and budget planning, will have an added advantage.
- Strong solution-oriented and service-oriented mindset with the ability to lead and manage cross-functional teams.
- Proficient in English, Malay and Chinese is preferred.
- Familiar with the use of Advanced MS Office/Google Suite, as well as school MIS such as ISAMS, PowerSchool or similar platforms.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description