

PR/161068 | Head of Administration

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント マレーシア

求人ID
1611323

業種
教育・学校

雇用形態
正社員

勤務地
マレーシア

給与
経験考慮の上、応相談

更新日
2026年11月03日 14:00

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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.

Privacy Policy Link: https://www.jac-recruitment.my/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

会社説明