

## Job advertisement

### Manager School Operations (full-time)

<b>Employer:</b>	<b>Deutscher Schulverein Malaysia, Kuala Lumpur</b>
<b>Start of work:</b>	<b>from September 2024</b>
<b>Application deadline:</b>	<b>15.08.2024</b>
<b>Office location:</b>	<b>Mont Kiara</b>

The German School Kuala Lumpur (DSKL) is a German school abroad under the roof of the German School Association Malaysia (DSM), where around 180 children and young people are taught according to German curricula from kindergarten to the Abitur.

We offer an employment as Operation Manager in a highly motivated team in a multicultural environment and a task with a wide range of organizational opportunities. Furthermore, we offer a 2-year contract with an appropriate salary scale.

#### Job Description:

- Overseeing and managing all ongoing operational topics at the school, including coordination of external partners such as bus services, catering, and cleaning companies. Ensuring that these services are delivered efficiently and meet the school's standards.
- Liaising with Malaysian authorities, especially Immigration, Ministry of Education, and DBKL. This includes preparing and renewing applications, supporting visa processes for staff and students, and managing all approval processes to ensure compliance with local regulations.
- Organizing school activities such as after-school program coordination, ensuring that these programs are well-structured, adequately staffed, and provide a positive experience for students.
- Responsible for procuring teaching materials, ensuring that all educational resources are available and meet the curriculum needs. Managing the school shop, including inventory control and customer service.
- Acting as the primary interface between parents, teachers, and administrative staff, ensuring effective communication and addressing any concerns or issues promptly.
- Reporting directly to the Administration Manager and undertaking any other duties and responsibilities as assigned by the Administration Manager or school management from time to time.

#### Requirements:

- At least 3 years of experience as a project or operations manager or in a similar position, demonstrating a strong track record of managing operational activities effectively.
- Administrative or commercial training or a degree in business administration, providing a solid foundation in business and operational management principles.
- High communication skills, both written and verbal.
- Demonstrates independence and flexibility in handling various tasks.
- Native proficiency in Malay, with very good English skills in both written and spoken form; knowledge of German is a plus and would be beneficial in communicating with the school community.

# DEUTSCHE SCHULE KUALA LUMPUR SEKOLAH JERMAN KUALA LUMPUR

- Proficient in MS Office applications, with the ability to use these tools effectively for reporting, communication, and project management.

Please send your application including curriculum vitae, cover letter, job references and certificates to [manager@dskl.edu.my](mailto:manager@dskl.edu.my), addressed to **Mrs Lena Renkl, Administration Manager**.