

Job Description: School Shop & Administrative Officer

1. Manage the operation of the school store, including keep the stock records (school uniforms and stationery), maintain level of stock.
2. Keep the shop and stockroom neat and tidy.
3. Provide excellent service to parents/ students/ teachers.
4. Managing stationery & office supplies for teachers and staff.
5. Work closely with purchasing and accounting team in term of document and payments.
6. Assist HR Admin. functions in term of Health & Life Insurance benefits, visa & work permit documents (if any).
7. Assist to organize and set up school activities occasionally.
8. Perform additional task as assigned.

Qualification:

- Bachelor's degree in business administration, marketing, or a related field preferred.
- 2-3 years of experience in admin functions.
- Good communication in English and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and prioritize effectively.

Job Description: Assistant Admission & Marketing Manager

1. Assist to Manage the admissions process from application to enrollment
2. Assist to provide information and support to prospective students and their families
3. Welcome visitors and take school tour
4. Assist to implement and develop marketing strategies & plans
5. Assist to organize school activities and roadshows
6. Perform additional tasks as resigned

Qualification:

- Bachelor's degree in business administration, marketing, or a related field preferred.
- 2-3 years of experience in marketing or administration functions.
- Very Good communication in English and interpersonal skills.
- Ability to manage multiple tasks and prioritize effectively.
- Strong organizational skills,