SCHOOL OPERATIONS MANAGEMENT TRAINEE PROGRAMME 2023 IS OFFICIALLY OPEN FOR APPLICATION!

Join **KinderWorld International Group** in discovering your true potential and become a future leader with our highly anticipated **SCHOOL OPERATIONS MANAGEMENT TRAINEE 2023!**

The School Operations Management Trainee Programme is a three-year programme that provides fresh University graduates with an exciting career pathway from a Junior Executive to a Manager in an outstanding and highly regarded international education system.

1. **Career Pathway:**

- Junior Executive => Executive => Senior Executive => Deputy Manager => Manager
- There are opportunities to be in managerial positions

2. **Job Description**: to assist Operations Department Head

- Coordinate with Supervisory Principal, Principals and office staff of Schools to make sure that new policies, procedures, changes and applications from Company are carried out;
- Oversee logistics, maintenance, renovation requirements and outsource services for school to ensure effective implementation and smooth daily operations.
- Coordinate with schools and propose matters related to school's events;
- Prepare periodical reports or handle issues relating to Authorities.
- Fine tune the operating procedures, business practices at both school and corporate level and provide the Management with the necessary feedback on the improvement and/or further development of those procedures and practices