

## **St Joseph's Institution International School Malaysia**

<b>Title</b>	<b>Operations &amp; Facilities Manager</b>
<b>Reports to</b>	<b>Bursar</b>
<b>Department</b>	<b>Central Administration</b>

### Responsibilities

- Planning and coordinating administrative procedures and systems to provide effective and efficient support to the schools operations
- Organisation and coordination of office operations including proper record management, operating support information systems and administration support functions
- Monitor costs and expenses and to assist in budget preparation
- To supervise school Security
- Ensure that school buildings, grounds, facilities, operations and equipment comply with the relevant health and safety standards. This includes liaising with local authorities, police and fire and rescue department
- Identify, plan, budget, schedule and oversee the implementation of corrective and preventive maintenance of school building and ground including equipment
- Manage and monitor the performance of school cleaning and maintenance personnel including external contractors for maintenance work and other services such as Pest control, garbage removal and hygiene facilities
- Periodically inspection of school building and facilities to determine problems and necessary maintenance work
- Identify potential problem/hazard and take remedial action immediately
- Manage the setting up of facilities and venue for events, school activities or exams
- Manage and monitor the progress of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations

### Job Requirements:

- Possess Degree in Business Administration or equivalent
- Minimum 3 years related working experience
- Good interpersonal skills, able to work under pressure, multi-tasking, leadership skills, team player
- Willing to work extra hours or beyond the normal working hours