

## **Centre Administrator**

### **Cambridge English For Life Sdn Bhd (HQ)**

#### **Job Description**

- Location : Bandar Menjalara, Kuala Lumpur

#### **Job Requirements:-**

- SPM/Diploma/Degree holder
- Has initiative, proactive and able to multitask
- Able to communicate in English
- Proficient in MS Office software, such as Word, Excel and PowerPoint
- Able to work independently and as a team player
- Prior working experience in education centres and working with young children will be an added advantage

#### **Job Duties & Responsibilities**

- To assist the Centre Manager in administrative matters and ensure smooth daily operation of the centre
- Answer phone, handling enquiries (both new and follow up) and attending to walk-in customers
- Conduct placement test, process enrolment documents and students registration via EMS
- Billing, collection and banking of fees
- Cambridge Assessment English exam registration, fee collection and submitting exam registration before deadline
- Inventory & purchasing (stock movement & ordering books with approval of Centre Manager)\*
- Maintaining library system (book movement, making sure books are returned)

End