

Centre Manager

Cambridge English For Life Sdn Bhd

Job Description:-

1. To manage the day to day operation of running a CEFL centre as per the guidelines set by the company. This includes but not limited to:-
 - Prioritising and ensuring safety of all students are maintained and upheld
 - Ensuring centre upkeep and image is maintained at all times
 - Arrange classes for all existing and future students of CEFL
 - Ensure inventory of books are kept at satisfactory level
 - Manage teachers movement for all classes (which may include looking for replacements and or hiring of new and additional teachers where necessary)
 - Managing new enquirers and existing customers expectations
 - Be responsible in managing centre's profits and losses
 - Manage workload with assistant (if any)
2. To maintain and submit any records and reports throughout the operation of a centre as per the given schedule. This includes but not limited to:-
 - Student attendance report
 - Student listings
 - Teacher Activity Logs
 - Collection reports
 - Book orders
3. To execute any marketing or recruitment activities as designated by CEFL HQ. ie:- Nationwide Open Day, Recruitment drives, promotions, collaborations, etc.
4. To attend any mandatory trainings by CEFL HQ when necessary.
5. To protect and preserve the goodwill attached to CEFL and also it's proprietary marks.
6. To be involved in other ad-hoc projects as and when assigned by the Company.

Job Requirements:-

- A diploma or Degree in Business Management, Education, Sales and marketing, or any other related discipline
- At least 5 years related working experience
- Good command of English Language
- Effective communication skills
- Resourceful and result-oriented
- Having teaching experience or coming from the education line is an added advantage
- Have customer service and sales experience
- Willing to work on Saturdays and weekends
- Able to maintain positive attitude when managing young students

End