



## **KINGSWAY INTERNATIONAL SECONDARY SCHOOL JOB VACANCY ADMINISTRATION MANAGER**

### **Job Scope & Responsibilities**

- A graduate with a first degree from a recognised university
- Work experience of several years in a similar position
- Oversee the day-to-day administrative and support operations in admission process, fee collection, application of staff permits, purchase management, documentations, stock management, tracking and maintaining records of staff's leaves and claims, organising events in relation to academic enrolments, etc. and any other related work that maybe required from time to time.
- Help and assisting the principal in maintaining and updating of yearly Students and Parents Handbook.
- Motivated, good communication skills, driven and organised person.
- Must be prepared to travel (locally) when required.
- Have an affinity for the education sector.

If you are keen to be part of the school, please send a copy of your latest CV to, [kingswayhr@kingsway.edu.my](mailto:kingswayhr@kingsway.edu.my) attention to the General Manager and make mention that you are applying for the Admin Manager job. We hope to be hearing from you soon.