

## **OPERATION MANAGER**

### **JOB DESCRIPTION**

Reporting to: Headmaster

Hours: 40 h/week

The Director of Operations is a key role in the school, responsible for all the operational aspects of running the establishment such as facilities, security, maintenance, contracts with all local suppliers (eg canteen and bus services), oversight of building works and contractors. The role is a senior role in the school administration reporting directly to the Headmaster. The candidate will be required to build and maintain strong working relationships with the teaching and administrative staff of the school, the students, external contractors, the Board of Directors and local authorities. The Director of Operations has a small team of direct reports and also manages a significant number of external contractors.

#### **Tender and Contract Management**

- Develop scopes of work for all goods and services required to operate the school
- Analysis of needs
- Develop of all tender documentation and call for proposals
- Manage tendering process in line with Malaysian law and school procedures
- Review and improve existing process and systems for contract management
- Preparation and negotiation of contracts, including co-ordination of legal input
- Quality control of delivered goods and services

#### **Contractor Oversight**

Responsible for managing contractors for all goods and services required for the operations of the facilities of the school

- Develop and manage the annual budget for operations in close collaboration with the Board of Directors and the Director of Administration and Finance
- Purchase of materials and services: preparation and management of tenders according to the norms and standards of local law and school requirements (tendering process with minimum three proposals)
- Oversight of delivery of orders of goods and services, before raising invoices with Director of Administration and Finance
- Update and implementation of Procedures Manual
- Supervision of canteen services and equipment
- Supervision of bus service
- Supervision of extra-curricular activities service
- Technical management of school events

## **Building Works and Maintenance**

Maintenance of all school grounds and buildings based on regular site inspections and oversight

- Review and oversight of all building works
- Continuous supervision of repairs works on time and within budget
- Negotiation and follow up with all relevant local authorities for any permits and licenses required to operate and maintain the school
- Preparation and submission of all relevant documents and paperwork in close collaboration with the Headmaster, relevant legal counsel and with respect to Malaysian law.

## **Security**

Management of all requirements related to school security

- Coordination of drills and security audits
- Regular inspection and testing of alarms, evacuation routes and all other security measures
- Management of all contracts related to security and supervision of contractors
- Represent LFKL in relevant Security Committees in the local area, with the French Embassy, other international schools and any others that may be required

## **Qualifications:**

- University degree or equivalent in related discipline
- Ten years or more of relevant experience in facilities and or contractor management
- Fluent English and Bahasa, French language skills a plus
- Knowledge of local regulatory requirements and institutions
- Skilled in contract negotiation and oversight
- Strong inter-personal skills

Local terms and conditions will be offered with standard Malaysian holidays (not based on school calendar)

## **Contact:**

recrutement@lfkl.edu.my