

## Operations Manager.

**Job Title:** School Operations Manager

**Reports to:** School Director

**Department:** Operations

**Supervises:** Finance Team, Procurement Team, Administration Team, Logistics Team Collaborates with: HR Manager and Education Manager

**Location:** KKIS Mae Sot, Tak Employment **Type:** Full-Time **Start Date:** May 2025

**School Website:** <https://kkisschool.com/>

**School Page:** <https://www.facebook.com/kkis.mst/>



**About the School:** KK International School (KKIS) is a newly established international school located near the Thai–Myanmar border. As we build our founding team and open our new campus, KKIS is committed to elevating educational standards by transitioning from the Thai national curriculum to the British international curriculum. We operate within a diverse cultural context, with a strong focus on academic excellence and discipline.

**Job Purpose:** The School Operations Manager is responsible for overseeing and streamlining the day-to-day operational functions of the school. This role ensures effective coordination of the Finance, Procurement, Administration, and Logistics departments to support the educational mission of the school. The Operations Manager also works closely with the HR Manager to align human resource functions with school operations. As a key member of the leadership team, the Operations Manager helps to ensure operational excellence, compliance, and efficiency across the school.

### Key Responsibilities:

#### Leadership & Strategy

- Lead, manage, and support the operations team across Finance, Procurement, Administration, and Logistics.
- Collaborate with the HR Manager and school leadership to align operational and staffing strategies.
- Contribute to the development and execution of the school's long-term operational plans.
- Ensure all operational systems support effective teaching, learning, and student well-being.

#### Finance Management

- Oversee school budgeting, financial planning, and reporting in collaboration with the Finance team.
- Monitor expenditures to ensure financial discipline and alignment with allocated budgets.
- Ensure compliance with financial policies, procedures, and regulations.

### **Procurement**

- Supervise procurement processes to ensure timely and cost-effective acquisition of goods and services.
- Maintain vendor relationships and negotiate contracts to maximize value and service quality.
- Oversee inventory management and ensure transparency in purchasing activities.

### **Administration, IT, and Nurse**

- Ensure effective school-wide administrative functions including front office operations, facilities support, and record management.
- Ensure the school IT system is functional, secure, and aligned with school policies.
- Ensure the Nurse protocol and health policies are implemented effectively across both campuses.
- Implement school-wide communication and coordination systems.
- Oversee general compliance with administrative, IT, and health policies.

### **Logistics**

- Manage transportation, maintenance, safety, and general logistics of the school.
- Coordinate logistical support for school events, examinations, and extracurricular activities.
- Ensure effective risk management and emergency response planning.

### **Human Resources (in coordination with HR Manager)**

- Collaborate with the HR Manager to ensure HR operations align with school needs and schedules.
- Support strategic workforce planning and organizational development.
- Provide input on staffing structures, performance systems, and HR budgeting.
- Resolve escalated personnel or interdepartmental issues as needed.

### **Qualifications and Experience:**

- Bachelor's degree in Business Administration, Operations Management, or a related field (Master's preferred).
- Minimum 5–7 years of experience in operations management, preferably in an educational setting.
- Proven ability to lead and manage multi-disciplinary teams.
- Strong financial acumen and understanding of organizational systems.

### **Skills and Competencies:**

- Strong leadership, organizational, and communication skills.
- Strategic mindset with a hands-on approach to solving problems.
- Ability to manage competing priorities in a fast-paced environment.
- High attention to detail and integrity in decision-making.
- Proficient in Microsoft Office Suite and school management systems.

**How to Apply:** Please submit your application to [englishclubkkh@gmail.com](mailto:englishclubkkh@gmail.com)

Required Documents:

- Resume / CV
- Cover letter detailing your relevant experience
- Short self-introduction video