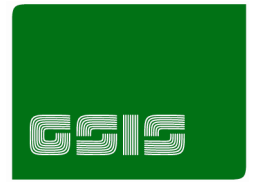


The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position **commencing February 2025 or as mutually agreed**. Kindly note that we are on school holidays from 16 December 2024 to 3 January 2025 and successful candidates will be invited for an interview in January 2025.



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

SENIOR OPERATIONS MANAGER (PEAK CAMPUS)

(Working hours: Monday to Friday, 8AM to 4.30PM)

We are seeking a dedicated and experienced Senior Operations Manager to join our team. This pivotal role involves supervising both the Student Services Team and the Facilities Management Team, ensuring the smooth operation of our school. The ideal candidate will oversee a variety of essential functions, including general administration, premises and facilities management, health and safety, procurement, school transport, and staff management.

11 GUILDFORD ROAD
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216
FAX (852) 2849 6347
EMAIL GSIS@GSIS.EDU.HK

What is required

- General Administration: Develop and implement effective policies and procedures to support school operations, manage improvement projects, and assist with special projects as directed by the Director of Operations.
- Premises and Facilities Management: Oversee all operational aspects, ensuring high standards of facilities management, compliance with regulations, and efficient resource allocation. Prepare and monitor the facilities budget and enhance sustainability in school operations
- Health and Safety: Enforce the school's health and safety policies, educate staff on safety procedures, and maintain a hygienic and safe learning environment.
- Procurement: Develop purchasing procedures, maintain control measures, and liaise with department heads to fulfil procurement needs while fostering good vendor relationships.
- Transportation Management: Ensure a safe and efficient school bus system, liaise with the bus company, and manage any related issues with parents.
- Staff Management: Lead the facilities and operations team, oversee recruitment and onboarding, conduct appraisals, and promote professional development.

What we are looking for

- A bachelor's degree in Facilities Management, Building Surveying, Hospitality or a related discipline, with at least 10 years of experience in operation management or facilities management and 5 years in a supervisory role.
- A strong command of English is essential, and a good command of Cantonese preferred.
- Strong management and organisation skills, preferably in a school environment.
- A wide-ranging experience with the ability to handle challenges in a calm and organised manner.
- Applicants with IFMA and /or RICS qualifications would be preferred.
- Experience in Construction Project Management is an advantage.
- Proficiency with prevalent IT and office computer systems.
- Excellent communication skills.

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.