

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 1250 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 from experienced and qualified candidates for the following position **commencing in August 2023**.



DIRECTOR OF OPERATIONS

The Director of Operations works closely with the senior management of GSIS to develop and manage the overall school operations including facilities management, procurement, Health and Safety, and school logistics. The Director of Operations regularly evaluates the efficiency of business procedures to support GSIS in fulfilling its mission, vision, and educational excellence. The appointed person will lead and manage all staff in the facilities and operations team. The Director of Operations will report to the Chief Administrative Officer.

JOB RESPONSIBILITIES

- To ensure an efficient and effective administration in support of the overall operations through formulating, monitoring, and implementing policies and procedures
- In conjunction with the Facilities Team and the Building Committee to give input and lead the implementation of a Building and Maintenance Development Plan
- To formulate, monitor, implement and review the School's health & safety policy ensuring compliance with all health & safety requirements
- Ensure the interior and exterior of the school facilities are maintained in a manner that is safe, secure, and aesthetically presentable ensuring an optimal learning environment
- Oversee emergency procedures in the school
- Identify and appoint vendors/suppliers for various school-related materials, services, supplies, and equipment and ensure good working relationships are maintained
- Manage the performance of external service providers such as catering, security, uniform, and other maintenance contractors
- To ensure a safe and efficient bus transport system for our students and staff
- To lead and manage all staff in the facilities and operations team including recruiting, appointing, and ensuring a smooth onboarding and handover

REQUIREMENTS

- Graduate with at least 10-12 years of operational and management experience preferably in a school setting. Experience in facilities management would be highly advantageous
- Past experience in Project management is essential
- Dynamic, highly motivated, energetic, open, and interested in partnering with school management and communities to drive change
- Open-minded, adaptable, and able to work with a broad spectrum of different stakeholders and under short, ad-hoc deadlines
- Effective interpersonal and problem-solving skills
- Excellent written and oral communication skills in both English and Cantonese, German working knowledge is a plus
- Applicants with IFMA and /or RICS qualifications would be preferred
- On-time delivery and anticipatory management of outgoing communications
- Team management and stakeholder coordination experience

What we offer

GSIS offers competitive salary, medical health insurance, annual leave, an in-house cafeteria, and 13th month salary payment. Staff bus transportation is provided between Central and Guildford Road Campus, subject to availability.

How to apply

If you are interested in joining our team, please submit your resume 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 is 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 students at GSIS.

