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Center Manager

Future Academy Pte Ltd
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Employment Type
Full-time

Beginning of employment
Immediate

Industry
Education

Job Location
170 Upper Bukit Timah Road #10-02, Bukit Timah Shopping Centre, S588179, Singapore

Working Hours
Flexible

Description

Future Academy is one of the leading tuition centres in providing high quality tuition service in Singapore. Led by former Raffles Girls' School teacher, Ms Chen, and former Hwa Chong Institution Head-of-Department of Maths, Mr Lau, we offer tailored learning programs for students and conduct tuition in 1v6 small groups. We are hiring talented management professionals to join our team. If you're excited to be part of a winning team, Future Academy is a great place to grow your career.

Responsibilities

- Monitor students' attendance and progress
- Coordinate tutors lesson schedule and duty
- Collect tuition fee and manage disbursement of cash for purchases
- Handle feedbacks from parents
- Manage teachers according to Centre's guidelines
- Manage centre daily operating.

Qualifications

- Candidate must possess a Diploma and/or above
- Committed, responsible
- Has strong communication and interpersonal skills
- Has working experience in service sector
- Fluent in both English and Mandarin
- Quick learner with strong IT skills would be more preferred

Contacts

Email at hr@fa.edu.sg.