



“Best-in-Class” International School: opening 2019

Position: Operations Manager

Location: Yangon, Myanmar

Background

Myanmar Strategic Holdings (“MSH”) is setting up a new “best-in-class” American curriculum international school. The campus will be located in Yangon with top-notch facilities. Early years classes will be launched as soon as January 2019 and additional grades will be added in August 2019. The company has a plan to develop a full-fledged quality K-12 school.

Position

The school is seeking an outstanding and dynamic **Operations Manager**, to serve as a foundational leader and operational “right hand” to the Head of School. The incumbent can look forward to a wide and varied set of responsibilities, including:

- Overseeing the school’s campus development project to track progress and ensure effective implementation
- Once open, managing day-to-day operations of the school as well as maintaining all aspects of the facilities, such as furniture, fixtures, AC, athletic equipment and learning tools
- Safety Officer duties include coordinating with the school management on emergency drills, identify and fix all safety issues, conduct regular safety inspections and update the school safety plan
- Sourcing and managing vendors to provide services such as bus transportation, canteen/food, cleaning, maintenance, and security services
- Assisting admissions in any way required, in particular ensuring tours with prospective parents are optimal from a facilities and logistics perspective
- Responsive to all maintenance issues affecting the school
- Setting up and managing a “Parent Help Desk” to be the first line of customer service for any and all issues and suggestions around the school’s service offering and facilities

Location

The school will be located in a convenient and accessible area in Yangon. Yangon is the commercial hub of the country that has an eclectic mix of modern city vibe and local authenticity. Apart from the commercial elements, the city is awash with lush green parks, two beautiful lakes, golden pagodas and antique colonial buildings. Yangon is an hour flight away from three of Myanmar’s most popular destinations; Bagan, Mandalay and Inle Lake and a car ride from many other attractive such as the Golden Rock, Mount Zwegabin and Ngwe Saung beach.

Requirements

- 5-10+ years of relevant experience, preferably in operations at international schools, or a similar environment
- Bachelor’s+ degree preferred
- Project management, negotiation, supervisory experience
- High energy level and sense of urgency, including some work after hours if/as required
- Positive outlook, along with excellent organizational and time management skills
- Strong English communication skills, Myanmar a plus
- MS Office skills (PowerPoint, Word, Excel)
- Long-term outlook and multi-year commitment to building a school and growing with it; **candidates with Myanmar experience preferred**

Compensation

- Competitive salary, with tax advantages in an area with a low cost of living
- Flight allowance
- Accommodation allowance
- Health insurance
- Tuition for Dependents



Next Steps

Should you be interested, please kindly send your CV/Resume along with the letter of intent to the following email.

zawmyohtet@ms-holdings.com