



*Get Ready To Seize The World of Opportunities.*

Academy Prêt is an education company that aims to provide students aged 13 to 18 with opportunities and skillsets to excel and to be future-ready with not only strong academic foundation but also emotional intelligence, creativity and resilience.

Academy Prêt provides the following services:

- 1) academic counselling and tutoring matching services,
- 2) elite spec development, leadership & personal development,
- 3) entry into top local & international middle and high schools in Singapore and abroad, and
- 4) top university application consulting.

Our students are both local and international students based in Singapore.

For more information, please visit [www.academypret.com](http://www.academypret.com)

## **Job Description**

Role:	Operations Manager
Location:	Ngee Ann City Orchard Tower B Level 22, Singapore
Reporting To:	Founder & CEO
Salary:	\$2,800 – \$3,500, depending on experience level
Hours:	Monday-Friday 10am-6pm & Saturdays 930am-2pm

Academy Prêt is seeking an Operations Assistant Manager to support the current team in operating the Singapore center.

We are looking for a candidate who exhibits the following qualities:

- Diligent and responsible
- Highly organized and detail oriented
- A strong and effective communicator
- Kind, positive, energetic
- An exemplary figure for our students.

Key skill requirements include the following:

- Strong project management and organizational skills, ability to juggle multiple projects and tasks effectively and in a timely manner;
- Excellent communication and interpersonal skills; ability to liaise with parents, students and tutors;
- Ability to work independently in a small team;
- Ability to problem solve and respond quickly;
- Proficiency in Microsoft Word and Excel, as well as Google Documents
- A passion for education and working with parents, teens and young adults.

Specific responsibilities include the following:

- Coordination of the scheduling & logistics of the various programs offered at Academy Prêt, including group and individual courses, counselling sessions and personal development programs;
- Manage and maintain strong, effective communication with our parents and students, including those who we care for as local guardians;
- Manage and maintain strong, effective communication with our panel of tutors and teachers;
- Assist in maintaining strong relationships with our partner education institutions in Singapore and around the world;
- Assist in the further development of innovative holistic education programs, both internally created as well as externally via our partnerships.

Not Required, but a Plus if:

- Language skills: Korean, Mandarin, Bahasa Indonesia or other;
- Sales & Marketing skills;
- Social Media management skills;
- Adobe Photoshop, graphic design or video editing skills.

## **Contact Details**

Please send resumes and cover letters to:

Anne Kim, CEO & Founder

[Annekim@academypret.com](mailto:Annekim@academypret.com)