



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

Job Description

Role:	General Manager
Location:	Ngee Ann City Orchard Tower B Level 22, Singapore
Reporting To:	Founder & CEO
Salary:	\$6,500 - \$8,000, depending on experience level
Hours:	Monday-Friday 10am-6pm & Saturdays 930am-2pm

Academy Prêt is seeking a General Manager to lead the current team in operating the Singapore center. This role has a pathway to promotion to Chief Operations Officer role (with employee equity share options) based on outstanding performance.

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

- Strong execution skills in bringing new projects and programs to launch
- A strong and effective communicator, particularly with parents and education institution partners
- Strategic thinker and problem solver who is creative and resourceful
- Kind, positive, warm and energetic who can serve as an exemplary figure for our students; has a passion for education and working with parents, teens and young adults

Specific responsibilities include the following:

- Oversee and maintain a high level of quality and customer satisfaction of various programs offered at Academy Prêt, including group and individual courses, counselling sessions and personal development programs;

- Maintain strong, effective communication with our parents, students and tutors; managing expeditiously resolution of any conflicts, complaints or changing circumstances of pandemic safety measures
- Grow and develop our innovative holistic education programs, both internally created as well as externally via our partnerships with education institutions in Singapore and around the world
- Spearhead new marketing initiatives, including digital marketing to aid the growth of our innovative holistic education programs
- Ensure general smooth running of all corporate, financial and administrative functions of the company

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