

JOB DESCRIPTION

Position Title	:	Campus Operations Manager
Department	:	Administration
Report to	:	President of University of Puthisastra
Reportee (if any)	:	Senior Admin Officer, Admin Officer, Security Team, Maintenance Team, Cleaning Team
Location	:	University of Puthisastra, Phnom Penh

I. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Oversee UP facilities' operations regularly and ensure that they are being conducted and run smoothly at all time
- Oversee and manage overall UP administration operations including environment and safety of the university
- Develop strategic plan for office level and organizational level
- Develop administration policies and procedures, and strategies, and oversee the implementation by making use of human resources, materials, including annual performance appraisal in the administration department
- Work collaboratively and effectively with other departments within UP to make sure all administration policies, processes and procedures are being followed
- Manage and provide leadership support as well as supervision and direction to staff
- Check and approve on the key performance indicator (KPIs) for administration staff and ensure that they reach their KPIs then conduct performance appraisal for the administration staff
- Develop administration staff capacity through internal or external training
- Coach and mentor administration staff to ensure that they can deliver effective and quality performance
- Manage overall office operations, negotiating contracts, manage vendor relationships and oversee the office operating systems
- Ensure all office properties are being utilized properly and effectively
- Liaise with partner institutions, external agencies, government departments and prospective students (as point of contact person) and distribute the incoming information to related departments accordingly and timely
- Manage the budget plan of the administration department and oversee its development, review operation price and suggest different cost saving policies
- Provide monthly and quarterly progress report to the President of UP
- Perform other tasks assigned by the President of UP

II. Minimum Qualifications and Requirements:

1. Experience:

- At least 2 years of working experience in the administration or associated field

2. Education:

- At least a Bachelor Degree in Business, Management or Administration

3. Skills/Competencies:

- Good administration skill
- Excellent supervisory skill
- Proficient in Khmer and English languages

4. Personal Quality

- Ability to think critically
- Ability to think strategically
- Ability to solve complex problem