

# Administrator- Music Academy

An important role representing the image of the academy.

Searching for positive, responsible and friendly admin who can handle students and parents, be helpful towards teachers, and willing to handle small and delicate matters.

- Age between 22 & 40
- Full time: 6 working days (including weekends)
- Working hours start from afternoon to night
- Own transport

## *Responsibilities*

\* Communicating with sales team, students, parents and teachers (lesson reschedule, holiday notices etc.)

\* Collecting fees and enrol students using our computing systems

\* Keeping a good relationship with colleagues, students and parents

\* Keeping files and student databases update

\* Staying accessible during working hours, responding efficiently and decently with our school hotline

\* Maintaining school and classrooms clean and good in condition

\* Visiting outlet when necessary

\* Chasing fees and check attendance weekly

\* Being supportive in company events, concerts, promotion strategies etc.

\* Fully cooperating with the headquarters' instructions, methods etc.

## *Required skills*

- Computer skills (basic Microsoft/ google sheets)
- Able to speak Malay and English (even better, Mandarin too)

\*\*Bonus skill: knowing some basic knowledge about music/ instruments

## *Our Benefits*

- EPF / SOCSO / EIS

- Medical Allowances

- PA & Hospitalize Insurance (after confirmed)

Benefit below will be given according to performance.

\* Performance Bonus

\* Discipline Allowances

\* Increments