



Job Description for Position: School Administrator

Responsibilities:

- Attend to parents' calls, enquiries and concern.
- Provide good customer service and support to parent, student and teacher.
- Handling incoming and outgoing mails / correspondence with Parents & Teachers.
- Assist in updating and maintaining the Students data in School Management System.
- General administrative duties and including filling documents/reports.
- To perform any other tasks that may be assigned by the Management as and when required.

Requirements:

- Possess Certificate/ Diploma in Business Administration or equivalent.
- Minimum 2 years related working experience.
- Must be computer literate especially in Microsoft Office.