𝐂𝐄𝐂𝐎𝐒 𝐂𝐨𝐥𝐥𝐞𝐠𝐞 𝐋𝐨𝐧𝐝𝐨𝐧, 𝐏𝐞𝐬𝐡𝐚𝐰𝐚𝐫 𝐎𝐟𝐟𝐢𝐜𝐞 𝐢𝐧𝐯𝐢𝐭𝐞𝐬 𝐚𝐩𝐩𝐥𝐢𝐜𝐚𝐭𝐢𝐨𝐧𝐬 𝐟𝐨𝐫 𝐎𝐩𝐞𝐫𝐚𝐭𝐢𝐨𝐧𝐬 𝐌𝐚𝐧𝐚𝐠𝐞𝐫.

𝐑𝐞𝐬𝐩𝐨𝐧𝐬𝐢𝐛𝐢𝐥𝐢𝐭𝐢𝐞𝐬 𝐨𝐟 𝐎𝐩𝐞𝐫𝐚𝐭𝐢𝐨𝐧𝐬 𝐌𝐚𝐧𝐚𝐠𝐞𝐫:

• Ensure smooth operation of the team by facilitating communication with various teams at CECOS University and CECOS College London.

• Conducting daily meetings with the team. Overlook and ensure daily procedure is being followed.

• Audit daily work (electronic and physical) to ensure they are completed timely and are up-to-date with all the required documents.

• Submit a detailed report to the senior management team at the end of every week. Administer planning, auditing, and reporting.

• Regular meeting with Leadership team with update of progress/concerns or issues.

• Ensure retention, performance improvement plans and termination, wherever necessary.

• Organise / deliver induction to new staff.

• Curate various significant policies, as well as plan and strategize decisions. Review and create action plan for higher performance of team.

• Help in promoting the company culture, which ultimately encourages top performance and boosts high morale.

• Ensure team’s attendance is kept to a high percentage, along with reduced idle time.

𝐑𝐞𝐪𝐮𝐢𝐫𝐞𝐦𝐞𝐧𝐭𝐬 𝐟𝐨𝐫 𝐎𝐩𝐞𝐫𝐚𝐭𝐢𝐨𝐧𝐬 𝐌𝐚𝐧𝐚𝐠𝐞𝐫:

• A Masters degree in Management or related field

• Relevant experience of at least 10 years in operations, management, and/or team managing role. Experience of managing similar/large teams will be preferred

• Excellent communication skills