

**Job Title: Italian Language School Coordinator**

**Location:** 400 Orchard Road, #06-10 Orchard Towers, 238875 or

Harbourfront Centre 1, Maritime Square, #04-01 Lobby C, 099253

**Visa: DP, Student visa, SPR and Singaporean Citizen. We can sponsor the LOC to those profile.**

**Job Overview**

We are looking for a dedicated and organized Language School Coordinator to oversee the operations of our Italian Language School. This role requires a proactive individual with strong organizational skills, sales orientation, and experience in managing educational teams. The Language School Coordinator will play a critical role in driving school performance, maintaining high teaching standards based on internal SOP, and ensuring the efficient operation of multiple language programs.

**Key Responsibilities**

- **Team Coordination** Manage and coordinate a team of up to 10 teachers. Oversee team performance, ensuring all members are aligned with school standards and goals.
- **Sales Performance Drive** and monitor the school's sales performance to meet or exceed established targets and KPI. Utilize sales metrics and KPIs to develop strategies for growth.
- **Scheduling and Timetable Management** Organize and adjust class schedules based on budget constraints and teacher availability. Create and supervise monthly timetables for classes and team staff.
- **Operational Oversight** Handle operational aspects across multiple language schools. Ensure smooth operations and a high-quality experience for students in Saturday morning classes.
- **Teacher Management Review** and approve monthly teacher timesheets, ensuring accuracy in payroll processing.
- **Marketing and Website Maintenance** Assist in updating the website and supporting digital marketing efforts. Use basic knowledge of *WordPress* for website management; training provided as needed.

**Requirements**

- **Organizational Skills** Detail-oriented with strong organizational abilities to manage multiple tasks and priorities. You need to be mainly tidy.
- **Sales-Driven Mindset** Experience with sales strategies and ability of achieving KPIs, you won't be lonely, the language center team will help.
- **Coordination Skills** Ability to effectively coordinate class schedules and monitor teacher performance.
- **Italian Speaking** Ability to hold a conversation in Italian language, even better if Italian mother tongue.
- **Digital Marketing & Website Management (Preferred)** Knowledge of digital marketing strategies and website maintenance. Experience with *WordPress* is advantageous; training available.

- Experience in Education Management (Preferred) Prior experience in managing or coordinating educational programs is desirable.

### **Compensation & Benefits**

- Super Central working location
- Opportunities for professional development
- Super collaborative, young work environment with a passionate team

This role offers a unique opportunity to impact the growth and quality of language education across diverse programs. If you're a dynamic, sales-oriented professional with a passion for education management, we'd love to hear from you.

**To Apply: Submit your resume and cover letter detailing relevant experience and qualifications.**

M: + 65 8830 7492: <https://wa.me/6588307492> Note: We are an equal-opportunity employer and value diversity in our team.



**Italian Language School** is part of our Language Education Center. Teaching positions are also available in Spanish, French and Chinese. Send your cv at: [info@italianschool.sg](mailto:info@italianschool.sg); [info@spanishschool.sg](mailto:info@spanishschool.sg) ; [info@frenchschool.sg](mailto:info@frenchschool.sg); [info@chineseschool.sg](mailto:info@chineseschool.sg).