



DIVISION: Homeschool Global Middle East
POSITION: General Manager, Middle East
REPORTS TO: CEO

BRAND PROFILE:

Homeschool Global Middle East

HG is an accredited home education services provider, serving over two thousand students across 24 countries, from Pre-School through to High School. The Middle East branch with its main hub in Dubai is experiencing rapid growth through an aggressive strategy.

<http://homeschoolglobal-me.com/>

Wellspring International Academy

<https://wellspring-academy.com/>

JOB SUMMARY:

The role will oversee and lead HG's and Wellspring's Middle East operations of the regional office and local hubs in Dubai, Abu Dhabi and Doha and further expansion.

Responsibilities

- Lead & manage the learning services at each local hub, driving innovation, academic and service excellence amongst the team.
- Lead and manage the enrollment and records function, driving excellent and timely service & responses, as well as accurate data.
- Lead and manage the customer service & sales team, driving excellent and timely service & responses, as well as enrollment targets.
- Lead and manage the events & shine team, driving added value to the customers through excellent & relevant events.
- Lead and develop the HG classes & programs, driving both excellent inhouse and external programs at the local hub level that are commercially viable and complement the core learning.
- Lead the Equip program in the Middle East, driving excellent training at the local hub level
- Lead and manage the local book store operations including inventory management, ordering and fulfillment.



UNITED ARAB EMIRATES
505 Damac Smart Heights,
Al Barsha Heights, Dubai, UAE



VICTORY CHRISTIAN
INTERNATIONAL
SCHOOL



SINGAPORE
LEARNING
SYSTEMS LTD.



WELLSPRING
INTERNATIONAL ACADEMY



SINGAPORE
Eu Tong Sen Street #14-94
The Central, Singapore 059818

PHILIPPINES
2nd Floor Ayala Malls The 30th,
Meralco Avenue, Pasig City, Philippines 1604



- Manage the Middle East budget and control company spending inline with the DOA.
- Conduct HS intro and other sales events as required to drive sales.
- Support local public relations activities in coordination with Marketing SS.
- Oversee finance and admin department.
- Monitor performance, mentor & develop the regional team members.

Other Brands:

- Manage and launch Singapore Learning Systems in Middle East
- Develop and grow the Learning Plus book Sales.

Requirements

- Proven leadership and managerial experience
- Ability to manage a growing and changing team
- Excellent time management and communication skills
- Sales skills and ability to build productive business relationships
- Ability to manage multiple projects independently
- Relationship building with our department heads, domestic & international
- Experience in international & executive professional correspondence
- Bachelor's Degree in any subject is preferred
- Strong written and verbal communication skills
- Strong interpersonal skills especially working with clients via phone and email
- Strong attention to detail and excellent follow-through skills
- Strong Microsoft Office, Excel, and Word skills
- Positive attitude and high performer
- Ability to learn and use business software's quickly
- Ability to work in a fast paced environment with changing deadlines and priorities

QUALIFICATIONS & EXPERIENCE:

- 10-15 years experience in the service industry, preferably in the field of education, training or hospitality
- Relevant Bachelor's Degree
- MBA advantageous
- Administrative, Planning and Organisation Skills
- Strong customer service background
- Christ-Committed Follower



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