Center Admin

Thông tin tuyển dụng

Mã công việc:	KV - CA	**Ngành:**	Giáo dục / Đào tạo; Hành chính / Thư ký; Mới tốt nghiệp / Thực tập
Tuyển Dụng Tại:	Hồ Chí Minh	**Hình thức:**	Nhân viên chính thức
Mức lương:	Cạnh tranh	**Loại hình:**	Toàn thời gian
Cấp bậc:	Nhân viên	**Bằng cấp:**	Đại học
Tuổi:	22 - 28Tuổi	**Phụ cấp khác:**	

Thông tin công ty

The Kumon organization is a leading provider of supplementary education with over 26,000 study centers in operation around the world. We have been helping children develop maths and language skills for over 50 years and are now operating study centers in over 46 countries. Over 4 million children world-wide study with Kumon each and every day. With Kumon Viet Nam's vision: "Nurturing Life Skills, Inspiring The Nation", we have expectation that all our staffs who come from all walks of life will share a passion for education, and the desire to help children achieve their full potential and in turn contribute to the global community. From that, we will fulfill our mission: "Nurture the young, sound and capable generation who lives life to the fullest and, in turn, leads the nation to breakthrough". Kumon Viet Nam, a part of Kumon organization, was found on 2006. Up to now, we have 13 centers in Ho Chi Minh City. Now, we are developing and expanding to open Kumon centers in Ha Noi. We are now operating study centers in 46 countries In Vietnam: Kumon Truong Quoc Dung Center 52 Truong Quoc Dung St., Ward 10, Phu Nhuan Dist., HCMC Kumon Dien Bien Phu Center 602/43G Dien Bien Phu St., Ward 22, Binh Thanh Dist., HCMC Kumon Do Thanh Center 381 Dien Bien Phu St., Ward 4, Dist.3, HCMC Kumon Le Binh Center 84 Le Binh St., Ward 4, Tan Binh Dist., HCMC Kumon Hoa Lan Center 155 Hoa Lan St., Ward 2, Phu Nhuan Dist, HCMC Kumon Nguyen Thi Minh Khai Center 18A/19A2 Nguyen Thi Minh Khai St., Dakao Ward, Dist 1, HCMC Kumon Nguyen Van Troi Center 21G Nguyen Van Troi St., Ward 12, Phu Nhuan Dist, HCMC Kumon Le Loi Center 10 Le Loi St., Ward 4, Go Vap Dist, HCMC Kumon Tran Hung Dao Center 854 Tran Hung Dao St., Ward 7, Dist 5, HCMC Kumon D2 36/70/1 D2 St, Ward 25, Binh Thanh Dist, HCMC. Kumon Binh Thoi 16-18 6 St, Binh Thoi Housing, Ward 8, Dist 11, HCMC. Kumon Le Hong Phong 775 Le Hong Phong (Extend), Ward 12, Dist 10, HCMC Kumon Phu My Hung 28-30 Cao Trieu Phat St, Area Hung Gia 3, Tan Phong Ward, Dist 7, HCM

Mô Tả Công Việc

- Working as receptionist in Kumon centers;
- Taking care of center admin task including students report, parents' enquiries, dealing with suppliers, center working atmosphere improvement;
- Controlling Logistic & Stationary in Center;
- Other task as assigned.

Kỹ năng yêu cầu

- Sex: Male/ Female (Male is preferable);
- University graduated (English qualifications preferable);
- Fluent use of English (speaking and writing);
- Excellent Office computer skill (Word, Excel);
- Capable and prefer educational working environment;
- Highly responsible, careful, hard - working, initiative, good health and able to work under pressure;
- Long - term commitment;

- Can focus fully on working and can work over time if company request.

***** Working time:**
Full time: Monday, Tuesday, Thursday and Friday: 13.00 – 20.30
Wednesday: 09:00 – 18:00, Saturday: 08.00 – 12.00

***** Working place:** Please choose one in these centers and mention in your resume (just for reference)
Kumon Binh Thoi: 16-18 No.6 Street, Cu Xa Binh Thoi, Ward 8, Dist 11
Kumon D2: 36/70/1 D2 Street, Ward 25, Binh Thanh District.
Kumon Le Hong Phong: 775 Le Hong Phong (noi dai), Ward 12, Dist 10

***** How to apply ?**
If you are interested in applying for the above position please:
- Submit CVs in English:
+ By clicking "Apply" button
+ By send CV via email recruit@kumon.com.vn -> please fill email
subject is KV-CA- Candidate's Name.
- Candidates must mention recruitment code (KV-CA) on email subject / CV's profile.
- Not receive CVs directly to Office
- Not receive phone call for recruitment information
- Only qualified candidates will be contacted for interview

***** Your resume should include:**
- CV
- Copy of university certificate(s)
- Application form clearly describing learning and working experience
- One current ID photo

***** Type of job:** Center Admin
***** Salary**: Competitive

Thông tin khác

Thử việc

Thời gian làm việc

Kinh nghiệm Không yêu cầu

Cơ hội huấn luyện

Đồng nghiệp

Ngày nghỉ

Phúc lợi

Thông tin liên hệ

Vui lòng đăng nhập để xem thông tin liên hệ của nhà tuyển dụng.
Nếu bạn chưa có tài khoản, Nhấn vào đây để đăng ký.