

Join the #SPHFamily.

We are searching for passionate people that will inspire us to do greater things in our schools across Indonesia. If impacting the life of a child through education is what you are looking for, we'd like to speak to you.

Pelita Harapan Club Manager

SPH is looking for a passionate and dynamic individual to join us to manage our Pelita Harapan Club and connect with vendors, we want you on our team.

The ideal candidate is

- One who leads with passion and demands for excellence in operational management
- Customer focused where all standards and practices are tuned to provide the best experience to the customer
- Professionally fluent in writing and speaking in English and Bahasa Indonesia (other languages are a plus!)
- Able to work independently as well as collaborate well with other members of the team
- One who sees relationships with colleagues, parents, and students as key to building a healthy thriving community

How would we like you to help us?

- Run the club with consistent policies and standard practices with PHC appointed vendors
- A point of contact on all communications from interested and onboarded parents on troubleshooting, general enquiries and issues
- Market and grow the number of take-ups of PHC through campaigns or increase of services
- Partner with the internal team (faculty, marketing and administration) to set the right standards and experience of our clubs
- Become the budget controller and reporter on all finances
- Continuously evaluate vendors and improve experiences of services that are offered
- Provide the best and captivating experience to all members of the PHC

What would we like to see in you?

- At least 5-7 years of management and operational experience in education, recreational clubs or any related fields
- Organized and efficient in terms of seeking resources, planning and actively looking to make things happen
- An excellent communicator where you're expected to be quick, and solution focused
- An avid technology user where you will be communicating through today's communication mediums like Whatsapp, emails and a CRM system
- Able to manage multiple projects in a fast-paced environment
- Highly curious, driven, proactive, disciplined, passionate – because you will be working with colleagues with these qualities
- Share the same values as we do – kingdom first, be respectful, be inspiring, make it easy
- Share the same vision as we do – True Knowledge, Faith in Christ and Godly Character