**Job Description**

Eurocentres Vancouver would like to appoint an accomplished and talented leader who is capable of building on the reputation the school has already established with clients and ensuring its continued efficient operation. Reporting to the Managing Director, the Centre Manager will play a pivotal role in delivering the School’s strategy for academic and customer-service excellence.

The post-holder will be required to:

• Demonstrate leadership and direction to all members of staff ensuring that all academic programmes, student services and pastoral care consistently attain high standards
• Drive a culture of continual improvement
• Foster a culture of customer service excellence
• Demonstrate a strong commercial instinct, you will be able to think strategically and be visible and approachable to both staff and students
• Deliver regular financial reports on the School’s performance
• Oversee all aspects of the school's operations.
• Ensure the successful day-to-day operation of the school.
• Maintain current knowledge and skills as they relate to this industry.
• Maintain a management structure with clear communication lines for all employees.
• Oversee all duties of all employees either directly or through Managers or Directors.
• Be responsible for operations and targets in the areas of marketing, academic, HR, quality standards, accreditation, sales, enrolment and other business and corporate functions.
• Support Head Office business functions

To succeed in the role you will need to have:

• Excellent leadership and management skills which reflect Eurocentres Vancouver’s values that will enable you to engage, motivate and encourage staff
• Experience with management & HR duties.
• Experience in the ESL and/or other Education industries
• Excellent Excel, Microsoft Office and Communication skills
• A passion for excellence in teaching and learning
• A track record of success in meeting academic and welfare quality standards
• The ability and willingness to balance financial targets with attaining academic and customer service excellence

Applications should be by way of a full and up to date CV along with a supporting statement and salary expectations sent to Sharon Curl, (scurl@languagecanada.com) Closing date: April 30, 2015.