

**Community Liaison Manager**  
**Indonesian Nationality**  
**Apply by April 3, 2020 – Start Date July 23, 2020**

## **School Overview**

Global Jaya School seeks a passionate, enthusiastic, hard-working and motivated individual to fill a position in our school.

We have distinguished ourselves as a top IB World School within Indonesia and Southeast Asia. We are acknowledged and respected for our commitment to delivering well-rounded academic and extracurricular programmes that prepare students to participate in the international community as valuable team members and leaders. Global Jaya School is a non-denominational community that teaches and encourages respect for others by valuing Indonesian culture while embracing international cultural awareness and understanding. Our school implements an international curriculum that fully supports mother tongue language development and an emphasis on community and inclusion makes it an ideal environment for all members of our community. Global Jaya School is proudly accredited by the IBO, WASC and the Indonesian Ministry of Education and Culture.

As a key person in the Leadership Team, the Community Liaison Manager is responsible for taking an active role in the development and implementation of all aspects of the school vision and mission. The Community Liaison Manager has the responsibility to compose the school's marketing and promotion plans, develop positive communications with parents and oversee the Events Coordinator, Promotions Officer, Marketing Officer and Admissions Officer.

## **Community Liaison Manager**

### **Requirement :**

- SI/S2 Bachelor's or Master's degree preferably in Marketing or Communication.
- A minimum 5 years' experiences, preferably in service company or institution.
- Excellent standard of English, both oral and written. (TOEIC 780 points plus)
- Having a strong leadership and able to manage a team.
- Communicative, professional ethics, attention to detail, compassionate, confidence and able to work independently or in a team
- Positive attitude with strong communication and interpersonal skills
- Able and willing to work in a dynamic environment, which includes multi-tasking, fast work pace and collaborative inter-departmental planning of teaching and learning
- Active, flexible, initiative, creative, dependable, and detailed oriented.
- Willingness to take on extracurricular / afterschool activity responsibility or club

Global Jaya School promotes and protects the safety and well-being of all who learn and work with us and expects all who apply to share in this commitment. Offers of interview and employment will be subject to background and criminal records checks.

**Please submit your CV, recent photograph and expected salary to: [hrd@globaljaya.com](mailto:hrd@globaljaya.com)**  
**While we appreciate all applicants, please note only shortlisted applicants will be contacted.**