



**Challenge yourself and gain hands-on management experience this
Summer 2021!**

**ES Dubai is looking for a number of Centre Managers to join our vibrant and
diverse team.**

Centre Manager: Summer Camps – Job Specification	
Position description	The Centre Manager's role is to ensure that students are well looked after during the course and that teachers are delivering high quality lessons. Responsible for coordinating a number of people and daily demands, the Centre Manager needs to be flexible and patient to be able to deal with last-minute changes in a calm, collaborative and professional manner. Putting the students' welfare first is a top priority, whilst delivering an exceptional programme that will never be forgotten.
Duration	July – August 2021 (8 weeks)
Reports to	Academic Manager
Employment Type	<ul style="list-style-type: none">• 8 weeks contract• Sunday – Thursday• Visa will be arranged by ES Dubai
Qualifications	Bachelor's Degree
Experience and skills	<ul style="list-style-type: none">• Management experience is essential• Business minded with a strong sense of customer service• Ability to work efficiently in a high-pressure environment• Excellent interpersonal and communication skills• Quality driven• Ability to 'go above and beyond'• Leadership experience
Key Responsibilities	<ul style="list-style-type: none">• Overall responsibility for the day-to-day operations of the Centre• Ensure that quality standards are being adhered to and daily targets being met• Managing and providing support to all stakeholders• Take initiative and make key decisions to move the programme forward• Support and manage the team to ensure that everything runs smoothly• Appropriately handle welfare and disciplinary issues during the course• Be responsible for important administrative tasks for the Centre• Report regularly to the Academic Manager on day-to-day events
Remuneration	<ul style="list-style-type: none">• 8-weeks paid accommodation will be provided.• Transport between the training institution and the residence will be provided.• Meals will be for own cost.• Competitive tax-free salary - AED 25 000 per/month