

# OPERATIONS LEAD



## Vision and Mission

Yayasan Generasi Gemilang (GG) believe that Love can transform Malaysia, where the next generation is exemplary, and families are empowered. Our mission is to close the education gap for under-served children by improving literacy and nutrition.

## IS THIS YOU?

GG is looking for an **Operations Lead** to coordinate our office operations. Our office is a hub and base of operations, a launch pad for the work we do across diverse communities in fulfilment of GG's mission. Therefore, this role involves the promotion of efficiency and effectiveness in our office in support of the various teams we have that serve our stakeholders and clients.

Join our power-packed and lean team that supports the entire not-for-profit's operation tasks. (Part time/Full time)

To excel in this role, a passion for orderliness and structure is crucial, along with the following key competencies:

- Minimum 2 years' experience in an Administrative or Office Management role.
- Has good interpersonal skills and is able to communicate well in English and Bahasa Melayu, both verbally and in writing.
- Able to work independently, organised and follows through with work given.
- Able to confidently use Microsoft Office Apps.

### If you are on board with us, you would do the following:

- Ensure that daily operations run smoothly in the following areas,
  - Maintenance of office facilities, pantry supplies, equipment, and assets.
  - Managing monthly rental payments, utility bills, and committed expenses.
  - Renewal of business licenses, assets leases, and related agreements.
- Provide administrative support to various departments, including handling general enquiries and correspondence, managing room bookings, organising office events, and scheduling organisation-wide meetings.
- Manage receipt issuance to donors, corporate partners, and funders, as well as handle payment claims, including uploading payments for bank transfers.

## TRAITS WE ARE LOOKING FOR

If the description below resonates with you, you are the one!

### YOU GET THINGS DONE

You are a proactive individual, ensuring the team operates efficiently and smoothly. You excel at responding promptly to organizational needs and effectively improving and implementing standard operating procedures.

### YOU ARE WELL ORGANIZED

Your exceptional organizational skills, prioritisation abilities, fast work pace, and commitment to task completion make you a valuable asset. You excel at balancing efficiency with compliance, ensuring deadlines are met while upholding necessary standards and regulations.

### YOU ARE A TEAM PLAYER

You are a versatile team player, content with independent work while also actively contributing to the team. Your positive attitude and dedication to excellence make you a joy to work with, regardless of the task's scale.

## INTERESTED?

We've got you covered.



**Fair and equitable salaries**  
**EPF and SESCO contributions**  
**Replacement days off**



**Personal growth and career development** through training and project work exposures



**Medical Allowance**  
**Insurance coverage** (personal accident & hospitalisation)  
**Family benefits** (supporting caregiver leave and medical care)



**Fun colleagues** who play mobile games together and share the best food places and shopping deals!

Email [jobs@gengemilang.org](mailto:jobs@gengemilang.org) with your resume and cover letter and tell us why you'd be a great addition to our staff team.