

Yayasan Generasi Gemilang

IS

HIRING AN OPERATIONS LEAD

☀ Lead the Heartbeat of Our Operations at Generasi Gemilang

Love making things run like clockwork?! As our Ops Star, you'll oversee our office and community centre – managing facilities, administration, compliance, and logistics – so our programmes can reach underserved communities smoothly.

This role is part facilities manager, part admin strategist, and part team enabler: you'll keep spaces safe and welcoming, ensure contracts and rosters are in order, and coordinate events and onboarding. You'll be the trusted go-to who turns plans into action and keeps our mission moving forward.

WHAT YOU'LL BE DOING:



Keeping our spaces safe and welcoming – oversee facilities, cleanliness, safety, and vendor coordination.



Stay on top of admin and compliance – handle contracts, bills, insurance, licenses, and filing systems.



Coordinate logistics and events – support scheduling, rosters, staff meetings, and organisation-wide events.



Support the people who power our mission – manage onboarding, confirmations, and exits for staff.



Be the hub for communication – manage the organisation's digital mailbox and setup for staff and board meetings.

Have you checked us out?
www.gengemilang.org



DOES THIS DESCRIBE YOU?

You have a **BIG HEART** –

you care deeply about making a difference for underserved communities, and your warmth helps you build natural connections with colleagues, partners, and stakeholders who enjoy working with you.

You are **COMPLIANCE-MINDED** –

you understand the importance of regulations and safety and stay ahead of license renewals, rent agreements and insurance.

You thrive on **STRUCTURE & PRECISION** –

you're motivated by keeping systems orderly, processes clear, and details accurate so the whole team can operate smoothly and confidently.

You are a **PROCESS IMPROVER** –

you're not just a 'doer' – you like to streamline workflows and strengthen robust controls so operations are efficient and dependable.

You are **RESILIENT** –

you are not fazed by challenges but are energised to always find a way forward.

SKILLS & QUALIFICATIONS

- 🎓 Diploma or Degree in Business Administration, Management, or related field
- 📅 Min 3 years' experience in executive support, administration, operations, or facilities management
- 🗣️ Strong interpersonal and communication skills (verbal and written in English & Bahasa Melayu)
- 💻 Proficient in Microsoft Office Apps and adaptable to new digital tools
- 👤 Strong referral or recommendation from a previous employer required

SALARY AND PERKS OFFERED

Family benefits
Health & Wellness coverage
Training & Development provisions
Replacement time-off
and more!

Send your resume and portfolio to:
jobs@gengemilang.org

