Canadian International School of Hong Kong
香港加拿大國際學校

CURRENT OPENINGS

BUSINESS & OPERATIONS

Senior Manager, Business Services

Canadian International School of Hong Kong (CDNIS) is seeking a **Senior Manager, Business Services** to join our Finance Department. Reporting to the Head of Finance, this role provides business and operational support for school programmes, events, and initiatives.

Duties & Responsibilities

- Partner with departments across the school to support programmes, events, and operational initiatives
- Manage vendor relationships, procurement activities, contracts, and service delivery
- Support the delivery of student programmes including After School Activities, Experiential Learning, Athletics, SEASAC events, student trips, and schoolwide events
- Coordinate logistics including transportation, accommodation, venue bookings, catering, and related services
- Conduct cost analyses, vendor evaluations, and business assessments to support decision-making and continuous improvement
- Lead or support operational projects, stakeholder engagement, and project implementation
- Monitor programme budgets and expenditures and support financial reporting
- Ensure compliance with school policies, contractual obligations, and risk management requirements
- Build strong relationships with internal stakeholders and external service providers

Professional Experience & Qualifications

- Bachelor's degree in Business Administration, Commerce, Operations Management, Finance, Project Management, or a related discipline
- Minimum 5 years of relevant experience in business operations, procurement, contract administration, vendor management, project coordination, or related fields
- Strong business acumen, analytical skills, and financial literacy
- Excellent project management, communication, and stakeholder management skills
- Ability to manage competing priorities in a fast-paced environment; experience in education or other service-oriented sectors is an advantage

Interested candidates should email a covering letter, detailed résumé, current and expected salaries, and the names and contact information of three referees to our Human Resources Department at jobs@cdnis.edu.hk.

Safety is Our First Priority

CDNIS is committed to providing a safe and supportive environment for all students. We maintain a zero-tolerance approach to child abuse and mistreatment and are committed to safeguarding and promoting the welfare of children.

As part of our safer recruitment practices, all appointments are subject to satisfactory reference checks and criminal record screening, including a Sexual Conviction Record Check (SCRC) in Hong Kong where applicable.

Personal data collected during the recruitment process will be used for employment purposes only. For further information, please refer to our Child Safeguarding and Privacy Policies.

Canadian International School of Hong Kong Limited
36 Nam Long Shan Road, Aberdeen, Hong Kong 香港香港仔南朗山道36號
Shop Units G21-G24, G/F, THE SOUTHSIDE, 11 Heung Yip Road, Wong Chuk Hang, Hong Kong 香港黃竹坑香葉道11號THE SOUTHSIDE地下G21-24號鋪
+852 2525 7088 schoolinfo@cdnis.edu.hk www.cdnis.edu.hk