

Content Development Team Logistical Coordinator

TUMO Center for Creative Technologies is looking for a highly motivated and dynamic professional who will lead Content Development Team's daily activities and logistics.

Duties and Responsibilities

- Coordinate daily activities of the Content Development team ensuring high productivity
- Prepare and coordinate all the logistical arrangements for the workshops in all TUMO branches
- Annual planning for the workshop leaders travelling to all TUMO branches
- Perform monthly check-ups on workshop leader's plans and business trip's schedule
- Plan working hours, vacations and days off for the permanent workshop leaders
- Arrange transportation and accommodation for the workshop leaders during their business trips
- Oversee the number of TUMO students' enrollment in workshops
- Work with the TUMO branches to create reports on students' attendance;
- Follow up on all Content Development team duties, including activity examination, proper assignment, workshop quality and final results, etc.
- Prepare weekly and monthly reports on workshop subscriptions and students' flow
- Responsible for workshop scheduling for school visits and summer camp;
- Cooperate closely with other departments and units
- Perform other job-related duties as may be assigned

Education and Experience

- University degree from a leading institution
- Administrative experience is a plus

- Strong communication skills and research abilities
- Experience in the field of education is a plus
- Multifaceted aptitudes and ability to learn technical concepts
- Ability to work well both independently and as the team member of a large workforce
- Ability to create healthy work environment and maintain corporate ethics

Application Procedure:

Interested candidates should submit a resume to: jobs@tumo.org by the deadline.

In the subject line of your email, please mention "Content Development Team Logistical Coordinator ". Only short-listed candidates will be notified.

Application Deadline: 07.12.2018