



DESCRIPCIÓN Y PERFIL
DEL PUESTO DE TRABAJO

Apply to: employment@bostonschool.edu.pa

TITLE: PROPERTY COORDINATOR

JOB GOAL:

Supervising operational activities, managing daily tasks, and resolving issues to ensure everything runs smoothly. Work closely with the management team to optimize operational processes and workflows, ensuring that the company meets its objectives efficiently and effectively.

REPORTS TO: Director / Regional Property Director

QUALIFICATIONS:

Bachelor's degree in Industrial Engineer or Architect
Experience preferred
Ability to work under pressure.
Attention to details.
Organizational skills.
Computer skills.
Legally eligible to work in Panama.

SCHEDULE:

Monday to Friday (Rotating schedule)
7:00a.m. to 4:00p.m.
8:00a.m to 5:00p.m. (If requested)
9:00a.m. to 6:00p.m. (If requested)
Saturday: 8:00a.m. to 12:00p.m.

PERFORMANCE AREAS:

- Communications – The ability to articulate effectively, both orally and in writing, the successes and needs of the Director, Regional Property Director, Staff, Parents and Students.

- Involvement in School and Community – The ability to perform responsibilities as a visible presence in the school and to be aware of community developments, participating in and attending school events to the extent possible.
- Personnel Management – The ability to recognize school needs.
- Professional Development – The ability to contribute to the development and implementation of professional growth and staff development programs that raise the expertise.
- Supervision/Evaluation – The ability to supervise and evaluate staff and all activities through knowledge and the commitment to contribute to the improvement of instruction and the effectiveness of programs in general.

SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:

- Ensure that all operational activities are carried out in a timely and effective manner.
- Manage daily operational tasks such as scheduling, logistics, and staff management.
- Coordinate with team members to ensure that projects are completed on time and within budget.
- Develop and maintain operational processes and workflows to ensure efficient use of resources.
- Identify and address operational issues and inefficiencies, report them to the management team, and suggest solutions.
- Evaluate contractors and verify competitive market prices for all property procurement activities. Coordinate with vendors and suppliers to obtain quotes, negotiate prices, and maintain good relationships with external stakeholders.

- Manage inventory levels and ensure that any shortages are addressed promptly to avoid disruptions in workflows.
- Maintain active records of documents required for the school's operation (occupancy permits, land use permits, Ministry of Education, safety inspections, etc.). Ensure that all documents are properly filed.
- Assist in the preparation of budgets, forecasts, and reports related to operational activities.
- Participate in the development of company policies, procedures, goals, and objectives that support its mission and vision.
- Organize the maintenance staff to ensure compliance with the school's monthly program (Template to be provided). OPEX.
- Execute health and safety programs in conjunction with the assigned POC.
- Plan and execute approved annual CAPEX activities.
- Prepare the CAPEX budget for the following year in collaboration with the director.
- Evaluate the staff in charge (Maintenance and Cleaning). Determine if security is under your responsibility.
- Support regional environmental and sustainability programs (ESG).
- Review the assigned capacity and correct utilization of classrooms per cycle (availability of convertible spaces).
- Coordinate with the BP (Business Partner) on the procurement and accounting processes (Close the bills).
- Monthly review of authorized CAPEX and OPEX expenses.

COMMITMENT TO SAFEGUARDING PRINCIPLE

ISP/BSI is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 year's employment history.

NOTE: The above job description reflects the general requirements necessary to describe the Teacher's functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.