



Job Description
Chief Operating Officer (COO)
ESSEC Asia Pacific (APAC)

ESSEC Business school's APAC campus (Singapore) is hiring its Chief Operating Officer (COO). Closely collaborating with the Deputy Dean of ESSEC APAC, the COO is in charge of general management and regulatory compliance. He/she is a key actor of the operational excellence offered by the School to its students and participants, corporate partners, and alumni. The COO reports to the Deputy Dean (the Deputy Dean reports to Dean and President of ESSEC Business School based in France) and works in close functional relation with counterparts at the Group level.

Job Role & Responsibilities

1. Establishes a close and trustful functional collaboration with key counterparts at the Group level in France, esp. Finance and Human Capital.
2. Participates actively at the Group level in the definition of the strategy of ESSEC APAC and of ESSEC in APAC, and is a key actor of the implementation of this strategy
3. General management: in charge of Financial Statements, general administration,, optimization of resources, excellence of internal organization and processes
4. Direct supervision of 3 departments (Finance, Digital & Campus Infrastructure, HR)
5. Regulatory compliance and relations with relevant Singapore authorities (esp. Committee for Private Education and Commissioner of Charities) and liaison with the Company secretary
6. Preparation and follow-up of AGMs and Board meetings

Job Requirements

- a) Tertiary degree qualification in Business/Finance, preferably with an MBA degree or equivalent;
- b) Driven with strong tenacity and able to handle ambiguous situations
- c) Mature composure with leadership management experience
- d) Sound business acumen and able to work collaboratively in a multicultural environment.
- e) Excellent interpersonal skills and people management experience
- f) Professional working experience in the higher education sector
- g) Sound knowledge of Private Education Institutions (PEIs) regulatory requirements will be an added advantage
- h) Past experience in a general management role with demonstrated ability to lead effectively across various functions such as in finance, compliance, campus infrastructure and human resources

Application Process

Interested applicants are required to submit a cover letter with updated resume to HR at email toh@essec.edu

We regret that we will only be contacting the shortlisted candidates.