



Head of Administration / Verwaltungsleitung

German Business School

About the German Business School

We are a non-profit, private business school that supports the Dual System Professional Training offered to German-speaking young talents in Hong Kong in conjunction with AHK / German Industry and Commerce Ltd.

The School provides the academic backbone for three Professional Training Programmes: Digitalisation Management, Wholesale and Foreign Trade, and Transport and Logistics. Students attend classes 1.5 days per week and receive on-the-job training during the remaining 3.5 days throughout the 2-year curriculum.

We are seeking a professional Head of Administration to join us in Shau Kei Wan to support school operations. The successful candidate may also act as Verwaltungsleitung as defined in German regulations for German Schools Abroad.

Roles and Responsibilities

School Administration: Office administration, facility management, inventory, IT environment, access control, HR administration, timekeeping, attendance, forms, reports, salary processing.

Financial Management: Invoice processing, fee collection, bookkeeping, reimbursements, budget preparation, financial reporting.

Regulatory & Stakeholder Management: Liaison with authorities (Education Bureau, HKCAAVQ, Fire & Health Departments), support Management Committee and School Board.

Verwaltungsleitung: Manage DAISY administrative system, liaise with Zentralstelle für das Auslandsschulwesen on audits, quality, and budgeting.

Requirements

Higher Diploma or above, minimum 5 years of relevant experience, strong English and Cantonese, German advantageous (required for Verwaltungsleitung), Microsoft 365 proficiency, strong organisational and communication skills, proactive mindset.

Offer and Benefits

5-day work week, 18 days annual leave with flexibility during school holidays, paid sick and parental leave, MPF, medical insurance contribution. Package based on experience.

How to Apply

Please submit your application in English including salary expectations and availability via email to info@gbs-hk.com.