

Maple Leaf Education North America Ltd (MLENA) was registered in British Columbia, Canada in February 4, 2016. Its' parent company is China Maple Leaf Educational Systems (CMLES). Maple Leaf Education North America Ltd has three high schools in BC and Ontario, which are enrolling students in grade 10, 11 and 12. In September 2016, Maple Leaf World School –TRU was established on the campus of Thompson Rivers University in Kamloops, BC. In September 2017, Maple Leaf World School-KPU opened on the campus of Kwantlen Polytechnic University in Richmond, BC. In September 2019, Maple Leaf World School - Lakehead U opened on the campus of Lakehead University in Thunder Bay, ON. All schools are certified by the BC Ministry of Education or Ontario Ministry of Education. In addition to school operations, MLENA's business includes providing winter and summer camps to students from China.

Job Title: President

Company: Maple Leaf Education North America Ltd

Business Address: Suite 1210 - 1130 West Pender Street, Vancouver, BC, Canada V6E 4A4

Terms of Employment: Full-time, permanent position

Salary: \$115,000 annually

Work hours: 40 hours

Work Location: Vancouver, BC, some travel required

Language of work: English

Job Duties:

1. Meeting with Chairman of CMLES, and other executives to assess the direction of the company strategic planning and the development of short and long-term goals, plans, and strategies; and to ensure the company's compliance with the Head Office's strategic and development plans.
2. Establishing departments and deciding the staff structure
3. Providing strong and effective leadership; responsible for the complete operation of the company, allocating human and financial resources to ensure all goals are met based on the company's approved development plans.
4. Hiring and selecting middle managers and/or other executive staff
5. Providing strong leadership and oversight of school admissions to ensure that annual enrollment goals are met.

6. In consultation with the Finance Department of CMLES, developing the annual budget and controlling spending based on the approved budget; analyzing financial reports.
7. Maintaining a strong linkage with CMLES and providing quarterly reports to the Chairman of the Board of CMLES.
8. Overseeing the development and implementation of department policies, systems, and procedure that will improve the overall operation and effectiveness of the organization and ensure compliance with applicable Federal and Provincial laws.
9. Evaluating and overseeing operational analyses for all departments.
10. Overseeing budgets, staff and evaluating the company's daily finances and administration.
11. Creating and maintaining good working relationship with the community and partner groups.
12. Representing the company and communicating, both internally and externally, the organization's goals, strategies and values.
13. Providing advice and ongoing support to the principals of our Canadian schools.
14. Providing oversight and direction for all aspects of the company's facilities construction and renovation projects.
15. Promoting MLENA's mandate and services throughout North America to strengthen Maple Leaf's brand awareness.
16. Identifying, researching and assessing new business development opportunities including new start-up activities, acquisitions, partnerships and other education related opportunities in North America.

Requirements:

1. A Bachelor's Degree, and education in the field of business administration, or a related field, is required"
2. Fluency in English is a must, and Chinese is a bonus asset
3. More than 15 years of experience working in the education industry, and a strong understanding of the education sector both internationally and in North America.
4. More than 10 years of business experience as a middle or higher level administrator.
5. Proven success in marketing with more than 5 years of experience in successfully meeting marketing and school admission goals.
6. Strong professional understanding of school operations.

7. A passion for education and a vision for promoting CMLES's education objectives in North America.
8. Business acumen and strong financial and operational knowledge.
9. Excellent leadership, interpersonal, and communication skills and international culture literacy.
10. Strong analytical, decision-making, and problem-solving skills.
11. Results oriented, innovative mindset, motivational abilities, and the ability to find and retain talented employees.
12. Experience in overseeing all aspects of school construction and renovation.

How to apply (two ways):

1. Email to: info@mapleleafschools.com
2. Drop resume to:
Maple Leaf Education North America Ltd
Suite 1210 - 1130 West Pender Street
Vancouver, BC, Canada