



**Brewster Madrid (American school) is seeking a Chief Administrative Officer (CAO) to lead the Finance Department, Human Resources, and the school's operations team (Facilities and Project Management).**

**Start date:** September 1, 2024

The Chief Administrative Officer (CAO) is responsible for overseeing the administrative and operational practices of the school, ensuring the alignment of all areas with the vision and objectives of the company. The COA's role focuses on the company's business operations;

### **Requirements**

#### Education & Specific Knowledge:

- Bachelor's degree in Administration, Law or Engineering.
- MBA from a prestigious business school

#### Competences

- Familiarity with business management and financial analysis tools and software.

#### Experience

- Minimum 15 years of experience in senior management roles.

- Demonstrated experience in operations management at the corporate level.
- Proven track record of leadership and executive team development.
- Strong leadership and strategic decision making skills.
- Excellent communication skills and ability to influence diverse stakeholders.
- Ability to manage multiple projects and priorities simultaneously.
- In-depth knowledge of business and financial management practices.
- Strong analytical and problem solving skills.
- Fluency in Spanish & proficiency in English

Those interested candidates can send their CV and cover letter to the email: [recruitment@brewstermadrid.com](mailto:recruitment@brewstermadrid.com), indicating in the email the position for which they are applying: Chief Administrative Officer (CAO)