

Administrative Assistant



The Administrative Assistant is the first point of contact with students, staff, parents and visitors to the school administration offices. The Administrative Assistant also provides general and secretarial assistance for the director and the business office.

As a member of the administrative team, s/he also assists in responding to general administrative matters as they arise.

The Administrative Assistant is responsible for the following:

- Greeting all visitors to the administration offices and presenting the face of the school;
- to act as the first point of contact for the Director;
- manning the front desk: dealing with enquiries, answering the telephone, forwarding calls and taking messages relating to school matters for staff;
- to assist with the director's diary and organizing her appointments;
- to prepare, oversee and regularly update the school calendar;
- to communicate with parents where necessary, through letter, email and telephone;
- to respond to emails in the Director's inbox as requested;
- to prepare the school yearbook;
- to prepare and print school handbooks and documents for marketing purposes;
- to prepare documents, lists, forms and letters for school use;
- to prepare for leadership team meetings, SCC meetings and individual director meetings, acting as an observer and taking action minutes as requested;
- to maintain the school's database, Google documents and director's files;
- to assist the director with the recruitment and relocation of teaching staff;
- to ensure all staff documentation is appropriately filed in hardcopy and on PASS;
- to deal with local authorities and being contact person for authorities;
- to facilitate and record professional development/INSET for all staff (both on PASS and on google documents);
- to assist the director in making travel arrangements for staff on official school business;
- maintenance of secondary school's files held in Director's Office;
- to record pre-arranged staff absences;
- to aid the director in individual projects and assist in the organisation of school events;
- to undertake photocopying for the director or owner;
- to support other administration assistants, as required;
- any other reasonable duties, as may from time to time be requested by the Director and the business office.

Requirements:

- Fluent in English and German
- Friendly and positive personality who enjoys working in a team
- Excellent communication skills with students, staff and parents
- Strong IT skills (MS Office, Publisher, Photoshop)
- Motivated, used to working independently, organized

Offered salary for 40 hours per week: starting at EUR 2.030,00 gross per month, depending on previous work experience.

Please send your application including CV to finance@danubeschool.com or by post to
Danube International School GmbH, Att Finance Office
Josef Gall-Gasse 2
1020 Wien