



POSITION: Receptionist/Switchboard Operator
CAMPUS/DIVISION: Cilandak/Admissions
REPORTS TO: Admissions Advisor
SALARY CLASS: Band 2 Class 2C
JOB OPENING: 14 - 28 August 2020

PURPOSE

Under the supervision of the Admissions Advisor, the Receptionist/Switchboard Operator is responsible for incoming and outgoing phone call to and from JIS, greeting and assisting JIS guests, answering queries about JIS in general and other administration duties as assigned.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Indonesian citizen
2. Minimum Diploma Degree holder
3. Fluent in written and spoken English and Indonesian
4. Excellent personal communications skills when working with students, faculty, parents and colleagues
5. Proven ability in customers services skills
6. Proven ability to carry out oral and written directions
7. Demonstrated ability in organizing time effectively with minimal direction
8. Knowledge of modern office practices and procedures, including filing systems
9. Demonstrated experience using Microsoft Office (Word, Excel and PowerPoint), Oracle, Windows, Google Application (Google Drive, Google Sheet, Google Email), and Macintosh computers
10. Measurable history of organizational skills and sense of priorities
11. Demonstrated desire in taking initiative in the work setting
12. Demonstrated ability in working collaboratively with others
13. Willingness to work beyond regular work hours to meet schedules
14. Clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES and RESPONSIBILITIES

1. Performing receptionist and clerical duties as required for the smooth and efficient day to day operation of the Admissions Office. These responsibilities include, but may not be limited to:
 - a. Receiving all visitors to the Admissions Office, determining their needs and assisting in a calm, clear and professional manner
 - b. Answering all telephone calls and re-directing as required
 - c. Ensuring the Reception and Admissions Office area is kept clean and organized
 - d. Assisting with administration and clerical duties as needed, including correspondence, filing, distributing and collecting admissions materials, photocopying and receiving and routing mail
2. Assisting Admissions Offices in answering queries regarding admissions procedure, making new ID for student and parents, scanning and printing student data.



3. Preparing Application Package and Welcome Package for new student
4. Working with Information Services Office to maintain an up-to-date list of all faculty and staff telephone extensions
5. Remaining up to date on all departmental functions and major school activities in order to be able to give accurate information to those requesting it
6. Informing the Risk Management Office for any threat and other security alert for any unusual situations
7. Monitoring the efficient operation of the switchboard and reporting the technical problems immediately to the Supervisor and/or Information Services Office
8. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
9. Performing other related duties and assuming other responsibilities as assigned by the Admissions Advisor, including and not limited to participation in class/School's activities or events, and attendance of workshops organized by JIS

TO APPLY

Interested qualified internal candidate, please send your cover letter, resume and the last 2 Performance Feedback to recruitment@jisedu.or.id. In your application, state your education background, work experience, skills, and how they relate to the above-mentioned qualifications and duties/responsibilities. Mention your present position, location and extension number.