

The International School of Zug and Luzern (ISZL) is a highly regarded independent co-educational, non-profit day school serving the international community of Central Switzerland. Our student body is made up of over 1'250 students from 57 different nationalities from ages 3 to 18 years. With around 330 employees, the ISZL is one of the 22 largest employers in the Canton of Zug.

ISZL is seeking a:

Personal Assistant / Project Mgmt Support to the Director of Operations (80%)

In your role as Personal Assistant / Project Management Support you will oversee and manage the schedule for the Director of Operations and support (and at times even lead) projects the Director of Operations is responsible for. The handling of confidential and sensitive matters will be an integral part of the role. A successful candidate is therefore expected to work at highest levels of integrity and trustworthiness

Your main tasks would include:

- Ensuring the operational day-to-day business (manage the agenda and make appointments)
- Translations of different documents in English and German
- Planning, designing and implementing different projects. Proactive monitoring of project progress, resolving issues and initiating corrective actions as appropriate
- Structuring and coordinating project specific activities
- Work with external third parties

The successful applicant will have:

- Completed a commercial apprenticeship or equivalent
- Several years of experience in a similar position
- Strong organization and planning skills and is able to keep the peace in hectic moments
- Excellent verbal and written communication skills in both English and German
- Sense for the local and international community
- Highly motivated, flexible, open and friendly and enjoys being around children

Required to start: asap

If you are interested in working in one of Europe's leading international schools within a friendly professional environment, please submit your application (incl. CV with photo, cover letter and references) to Cristina De Barrio, Human Resources at employment@iszl.ch

**International School of Zug and Luzern, Rothusstrasse 4b, 6331 Hünenberg,
www.iszl.ch**