

Administrative Assistant/Receptionist
High School Campus
Job Description

General Description:

We are looking for a teamplayer to ensure a high functioning office in all aspects of daily school operations, in support of the overall educational program and community members at ISZL. The ideal candidate is someone who takes appropriate initiative, is resourceful in solving problems, and has comfort using-- and learning--new information-management technologies. Interpersonally, candidates should exude warmth, approachability, and have a pleasant disposition.

School Wide Expectations

1. Will adhere to and uphold the ISZL Mission Statement
2. Will adhere to and uphold the ISZL School Ethos and Culture
3. Will adhere to ISZL policies, procedures, and standards of professionalism

Reporting to: Head of Campus and Director of Operations

General Areas of Responsibility:

- Receive parents, suppliers, students, teachers, other partners of ISZL and visitors in general in a highly professional, supportive and friendly manner
- Keeping accurate attendance records of all students and teachers (i.e., hourly registration)
- Maintaining daily contact with students and parents regarding attendance
- Reporting daily and weekly attendance issues and patterns to Assistant Principal
- Manage all sign-in and sign-out sheets/protocols
- Manage fire/emergency protocol materials
- Ability to collaborate around confidential student and family needs
- Arrange booking of conferences, meetings, trainings, travel, accommodations reservations for teaching staff
- Handle school enrolment confirmation letters and transcript requests in English and German. In addition to sending an updated student list to the Town offices (Gemeindes).
- Perform administrative tasks and provide support to the principals, teaching staff and non-teaching staff
- Test, operate, promote and troubleshoot new office technologies as they are developed and implemented
- Manage Office (Schoology) account for student, parent, and staff messages

Shared Responsibilities with Administrative Support Team:

- Greet, assist and complete check-in protocols for visitors and school parents at reception
- Communicate with ISZL community and local community, liaising with parents, staff and suppliers
- Upload and maintain documents and files to oversee the recordkeeping of students, which includes digital and hard copies of such things as yearly transcript, certificates and diplomas
- Act as High School first point-of-contact to callers, relay messages, and transfer calls as appropriate in German and English.

- Manage all High School room bookings and re-rooming for events, testing and extra.
- Assist school leaders with secretarial support and take lead on projects when assigned
- Track supplies for administrative offices and reordering them as necessary
- Handle visitor inquiries, and direct them to the appropriate person according to their needs
- Update and manage school phone number list
- Update and log student address changes and contact changes
- Oversee sign-in and sign-out of keys
- Oversee locker key assignment, distributions, and collection
- Assist College Counseling Team with University visitors and events, transcripts, and calendar scheduling.
- Assist with petty cash payments, money distributions and monthly tracking
- Assist with monthly credit card coding for expenses
- Handle mail, packages, and certified mail for High School and Business office

Qualifications and Characteristics

- Fluent (C2) in English and conversational (B1) German—both oral and written communication
- Strong interpersonal skills and ability to communicate with a wide variety of people
- Excellent computer abilities and comfort with information-management systems:
- Effective administrative, organizational and time management skills
- Ability to maintain confidentiality at all times
- A quick learner, initiative, resourceful, reliable, detail-oriented
- Ability to manage a variety of tasks concurrently and efficiently
- Successful experience in working effectively as part of a team
- Ability to be self directed and work with minimal supervision
- A valid work permit

Personal Attributes:

- Service-oriented
- Manages stress well in hectic times
- Enjoys working with people
- Motivated, energetic, productive and sustained daily work habits
- Sense of humour
- Initiative, discretion, flexibility and a positive attitude