

The International School of Zug and Luzern (ISZL) is a large non-profit, independent co-educational day school from Pre-School to Grade 12. ISZL serves over 1'200 students from 57 different nationalities. 330 staff members serve the international community of Central Switzerland on two campuses.

To support our Operations Team on our Zug Campus we are looking for:

Zug Campus Operations & Transportation Administration Assistant (50%-70%)

Are you looking for a new challenge? Are you ready to help us make the world - or a corner of it - a better, kinder place? If so, we may have an interesting position for you. Our fleet, composed of 35 vehicles, operates daily and transports over 500 students across 20 routes serving 200 stops.

Your key responsibilities:

- Liaise and assist the Operations Team with all administrative/secretarial matters
- Assist and guide the Operations Team with Abacus administrative processes
- Provide cover for absences within the Transportation Team
- Assist with ongoing transportation and facilities projects
- Be the point of contact for data entry, documentation, processes and policies maintenance, clerical tasks (including translation of internal/external communications for the Operations Team), general assistance (including IT matters and general translations), as well as for any concerns staff members may have in relation to operations
- Liaise with the Human Resources for staff-related matters, including recruitment, extra hours and absences
- Be responsible for the maintenance and distribution of Zug Campus' crisis manual/emergency documentation/evacuation documentation/maps
- Assist with various inventories and oversight of orders for Zug Campus and liaise with the purchase manager, as required
- Liaise and communicate with the Bus Driver Focus Group
- Assist in delivering training for the Operations Team
- Liaise with ISZL's nurses with medical concerns
- Liaise, by phone and in writing, with suppliers, parents and staff members
- Provide assistance, as required, in facility rental matters, including the close collaboration with the person being responsible for facility rental for the whole school

Your background:

- Good verbal and written communication skills in both English and German languages
- Able to communicate well with students, staff members and parents
- Positive attitude and strong interpersonal skills
- Committed team player with the ability to take initiative
- Able to establish trust and be flexible
- Strong organisational and time management abilities
- Proficiency in using standard office suites for business such as Microsoft Office and Google Workspace
- Outstanding work ethic, including a willingness to work flexibly, when required
- Reliable, resilient, with a 'can-do' attitude

What we offer? A small and motivated Operations Team, attractive employment conditions and an environment which is characterized by commitment, respect and friendliness.

If you fit this profile, we look forward to receiving your application. Please send your application documents to Veronique Tremblay, Human Resources at employment@iszl.ch.

International School of Zug and Luzern, Walterswil 1, 6340 Baar