

Administrative Assistant / Receptionist

Zug Campus
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry.

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Administrative Assistant / Receptionist serves a member of the Front Office Team and works on Zug Campus. The role requires the person to manage the reception area at Zug Campus and to be the primary contact and source of information to students, parents, teachers, staff members and suppliers. In addition, they coordinate, organise, oversee and perform everyday clerical and administrative duties associated with the success of school operations. The Administrative Assistant / Receptionist reports to the Director of Operations and works under the direction of ISZL's Principals.

The Administrative Assistant / Receptionist is expected to:

Working with ISZL Students

- Provide students with a point of contact
- Update and maintain students attendance, files and school databases to ensure accurate student details
- Ensure security procedures are followed for students' arrivals and departures
- Manage a master guide of schedules, school activities, events and related information for the school
- Update ISZL's monitor displays with messages, current activities and events

Working with ISZL Colleagues

- Provide general administrative support pertaining to the daily running of the Zug Campus
- Update emergency preparedness documents
- Perform a variety of clerical tasks which may include scheduling and maintaining records of school activities, creating labels, photocopying, typing, data input, sorting mail, sending letters and packages, making file folders and answering emails
- Manage Petty Cash for the Front Office
- Provide verbal and written translations, when required
- Coordinate with the Middle School Office

Working with ISZL Parents and External Community

- Develop positive relationships with ISZL's community members and be a positive, representative of the school
 - Manage ISZL's main office email account
 - Produce official documents for local authorities and parents with students enrolment information
 - Screen telephone calls, enquiries and requests by handling and forwarding them as appropriate
 - Greet and assist visitors, ensuring appropriate sheets are filled in and badges assigned
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Required and Preferred Qualifications

- Excellent verbal and written communication skills in both English and German (any additional language is an added value)
 - Strong interpersonal skills and ability to communicate with a wide variety of people
 - Exceptional telephone etiquette
 - Exceptional customer service
 - Proficiency in using standard office suites for business such as Microsoft Office and Google Workspace and demonstrated knowledge of database maintenance
 - Effective clerical, organisational and time-management skills
 - Able to maintain confidentiality at all times
 - Quick learner, able to use appropriate initiative, resourceful, reliable, detail-oriented and versatile
 - Eager to take on new challenges and lend a helping hand
 - 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
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.