

Dear All,

We are looking to hire someone for the position of **Business Office Assistant** with the following skills and qualifications:

### **The Position**

Responsible for ensuring that Business Office matters run smoothly. Deals with routine procedures and school operations in order to permit the Business Office to carry out their responsibilities more effectively.

**Reports to:** Business Manager

**Time commitment:** Full-time

### **Qualifications and Experience**

- Bachelor's degree preferred;
- 5+ years as Executive Assistant or related;
- Fully bilingual with the ability to communicate verbally and in writing in Spanish and English;
- Ability to use computer technology efficiently (Word processing, Excel, PowerPoint, Google Drive, among others).

### **Skills**

- Excellent human relations skills in order to communicate effectively with both host country and international parents;
- Strong attention to detail and highly organized;
- Office management skills;
- Ability to handle confidential matters.

### **School Core Values**

- Engagement: Approach life and work with complete attention, involvement and curiosity with the responsibility to make a positive difference in the world;
- Ingenuity: Exhibit creative problem solving through experimentation, collaboration, research, and play;
- Adaptability: Being able to adjust and thrive in a complex, rapidly changing environment;
- Generosity: Ability to treat others with empathy, kindness, and respect in both word and action;
- Happiness: Demonstrate to pursue happiness as a life goal, with awareness that some of the journey will be difficult, requiring self-knowledge and fortitude.

### Primary Responsibilities

- Responsible for the day-to-day operational procedures of the Business Office;
- Manage the Business Manager's calendar by making appointments and organizing meetings;
- Handle confidential documents ensuring they remain secure;
- Maintain electronic and paper records ensuring information is organized and easily accessible;
- Manage administrative matters related to Accidental Health Insurance of students and employees, such as handling a detailed account of the people involved, answering parent queries, organizing meetings with different stakeholders, among other responsibilities;
- Manage the US Embassy grants, collaborating with Human Resources and the Accounting Office to gather all required documentation;
- Maintain corporate credit cards including requests to cancel cards, handle payments and communicates them to the Accounting office, and purchase flights and flight insurance;
- Support Kermess activities by organizing volunteers tasks and managing stipends for volunteer organizer stands;
- Other tasks as assigned by their Supervisor.

If you are interested in applying for this position please submit your CV to Fernanda Rivera at [frivera@nido.cl](mailto:frivera@nido.cl) prior to **March 31st, 2022**.