



POSITION: Secretary
CAMPUS/DIVISION: School-Wide/Nurse Office
REPORTS TO: Health Officer/Nurse Coordinator
JOB OPENING: 27 May to 10 June 2022

PURPOSE:

Under the supervision of the Health Officer/Nurse Coordinator, the Secretary is responsible for providing secretarial/administrative support and duties to the Nurse Office to assure the smooth and efficient operation of the Nurse office and maintains all students' health files

QUALIFICATIONS AND EXPERIENCES

1. Indonesian citizen
2. Diploma or bachelor's degree holder preferably in Administration or Secretarial
3. Demonstrated fluency in written and spoken English
4. Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint), PowerSchool, and Macintosh Computer.
5. Knowledge of Modern Office Practices and Procedures, including filing systems and telephone techniques, letter and report writing, and office machines
6. Outstanding personal communication skills, tactfully and courteously
7. Helpful, cooperative, eager to communicate and problem-solve
8. Demonstrated ability to work collaboratively with others of various cultural backgrounds
9. Demonstrated experience and comfort level with adolescents, especially in instructional settings
10. Helps maintain a positive and friendly working atmosphere with others
11. Demonstrated ability to identify, manage, and initiative projects without direct supervision
12. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Completes the following general clerical & administrative support for Nurse Office, including:
 - a. Screening telephone calls and handling telephone messages
 - b. Greet visitors for Nurse Office
 - c. Scheduling meetings and appointments
 - d. Typing, duplicating, distributing, receiving, translating and filing general and confidential documents, mailing/messaging and informative in providing accurate, neat and complete documents to the Nurse Office
 - e. Arranging office equipment maintenance
 - f. Making an inventory of and ordering of office supplies
 - g. Taking minutes of meeting of Nurse Office's meeting
 - h. Performing other administrative duties
 - i. Arranging transportation request to the Transportation Office
 - j. Sends daily reports to the MS and HS office and informs them if a student gets send home



2. Independently organizing and maintaining student's record files, including:
 - a. Handles new student health files
 - b. Updates student health files
 - c. Coordinates with the office if students transfer out or transfer to a different campus
 - d. Updates student's medical alerts data
 - e. Inputs Nurse's Notes to PowerSchool
 - f. Updates student immunization, TB results, and Drug test
 - g. Removes and stores inactive students' health files in the filing cabinet
3. Prepares the "Go Home Pass" for students
4. Handles hearing and vision tests including:
 - a. Send an invitation to the student
 - b. Send the result to the parents
 - c. Do a follow up if students didn't show off
5. Inputs the substitute timesheet in the oracle system
6. Inputs nurse officer's designated schedule in Oracle system
7. Performs self-development activities to upgrade job competency
8. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
9. Performs other related duties and assumes other responsibilities as assigned to the Health Officer/Nurse Coordinator, including, and not limited to other projects when deemed necessary.

TO APPLY

Interested qualified candidate, please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id.