



"Education is not the filling of a pail, but the lightning of a fire."
William Butler Yeats

Munich International School (MIS) is a pioneer and leader in international education, and the longest-standing international school in Bavaria. Our school prepares young learners for their future in a world full of challenges and opportunities. At MIS we celebrate diversity and have students and employees from all around the world. Our school is based in Starnberg next to Lake Starnberg and the Alps in the South of Munich. For over 50 years inspirational faculty and staff have nurtured, challenged, and inspired students to become academically successful, creative, innovative and globally-minded contributors. So, join our inspiring MIS Team!

We are looking for an

Executive Assistant to the COO (m/ f/ d) Full-time (35 hours per week)

YOUR ROLE

In this role you will report directly to the Chief Operations Officer (COO) and work closely with the Executive Assistant to the Head of School. The Executive Assistant to the COO as a front office job supports the COO in a holistic way in all business and administrative tasks, processes and projects in the School. You not only support strategic decisions, but also actively contribute your own ideas and solutions within the framework of daily admin tasks, projects and process improvements. In addition, this position offers you great conditions for personal and professional development. Fluency, both, in German and English is mandatory.

YOUR KEY RESPONSIBILITIES

- Active support of the COO in the operative day-to-day business as well as in conceptual tasks and questions
- Preparation of decision papers for the management including information procurement, evaluation and interpretation
- Preparation and follow-up of meetings and events
- Communication and coordination as an interface between internal and external stakeholders and the Executive Board
- Active support, independent management and coordination of projects
- Initiating and executing process optimization in our school operations

YOUR PROFILE

- Strong communication skills - ideally bilingual with highly developed professional-level proficiency in English and German Degree in Business Studies and/or Business Education or similar degree



- At least 5 years of work experience as an (Executive) Assistant to an executive-level officer
- Highest discretion, loyalty, flexibility and resilience
- Strong motivation to perform, conscientiousness as well as careful working style and independent working method
- Excellent written and oral communication skills as well as organizational and interpersonal skills are essential
- Good working knowledge of Microsoft Office packages (MS Teams, MS Word, MS Outlook, MS Powerpoint, MS Excel)
- Target-oriented, driven workstyle with analytic and creative problem-solving skills
- AND the ability to contribute positively to a team and school environment.

WE OFFER AT MIS ...

- An opportunity for personal growth in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Excellent benefits package: Monthly salary (based on an in-house collective agreement, 13th month salary, holiday bonus and meal allowance)
- Modern and comfortable working environment in our historic *Schloss* Building with a beautiful view of the Alps

YOUR APPLICATION

Candidates should send their application to employment@mis-munich.de. Please check the details on our home page (<https://www.mis-munich.de/careers/vacancies>).

Munich International School e.V.
Schloss Buchhof • 82319 Starnberg • Germany
Human Resources • employment@mis-munich.de