

POSITION: Senior Administrative Assistant
REPORTS TO: Deputy Head of School

PURPOSE

The Senior Administrative Assistant to the Deputy Head of School is pivotal in providing high-level support to the Deputy Head of School and serving as the primary point of contact. This role is vital to the efficient functioning of the Deputy Head of School's office and contributes significantly to the Deputy Head of School's effectiveness and the overall success of our school.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

- Bachelor's degree in Business Administration, Communications, or a related field.
- Proven experience in executive or administrative support roles, preferably in an educational or corporate environment.
- Exceptional organizational and time-management skills, with the ability to handle multiple tasks and deadlines.
- Proficiency in office software and communication tools, including Microsoft Office Suite and email management.
- High level of discretion and the ability to maintain confidentiality with sensitive information.
- Excellent written and verbal communication skills in English and Bahasa Indonesia.
- Professionalism and the ability to represent the office effectively to internal and external stakeholders.
- Strong interpersonal skills for interacting with staff, parents, students, public agencies, government officials, and board members.
- A proactive and solutions-oriented mindset.
- The ability to perform duties with speed and accuracy without immediate and constant supervision.
- A clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Administrative Support
 - Provide comprehensive clerical and administrative support, which may include document management, correspondence drafting, and maintaining office records.
 - Keep the office organized, ensuring that documents and information are easily accessible.
- Schedule Management
 - Efficiently manage the Deputy Head of School's schedule, meticulously coordinating appointments, meetings, and commitments.
 - Proactively handle scheduling conflicts, prioritize tasks, and ensure the Deputy Head of School's time is optimized for productivity and strategic initiatives.
- Inquiry Handling
 - Respond promptly and professionally to inquiries from various stakeholders, such as staff, parents, students, public agencies, and others, providing accurate information or directing inquiries to the appropriate channels.
 - Maintain a comprehensive knowledge base to provide informed responses.

- Event Organization
 - Collaborate with the Executive Assistant to the Head of School to assist in the planning and execution of school-related events hosted by the Head of School's office.
 - Support the coordination of event logistics, including venue selection, catering, guest lists, and program schedules.
- Department Liaison
 - Serve as a liaison between the Deputy Head of School's office and other school departments, ensuring effective communication and collaboration on various initiatives and projects.
- Travel and Accommodation
 - Thoroughly organize all aspects of travel, from booking flights to arranging accommodations and transportation.
 - Prepare detailed itineraries to ensure the Deputy Head of School's trips are smooth and well-prepared.
- Recruitment Support
 - Act as a point of contact for prospective employees during the recruitment process.
 - Assist in organizing interviews with candidates, maintaining candidate records, and facilitating communication between the Deputy Head of School and prospective employees.
- Stakeholder Representation
 - Present the office in a positive and professional manner when interacting with external stakeholders, including government officials, board members, and distinguished guests.
- Confidentiality and Sensitivity
 - Safeguard confidential information and demonstrate discretion in handling sensitive matters.
 - Uphold the highest ethical standards and ensure that sensitive data is treated with the utmost care and confidentiality.
- Perform other related duties and assume other responsibilities as assigned by the Deputy Head of School.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting.

TO APPLY

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