



Facilities administrative support (Ref. Code 2024-064) part-time/0.8 FTE

Area of responsibility:

- Communication with external architects, planners, companies and, if necessary, authorities in consultation with the Facility Team Leader
- Internal communication of renovation and maintenance work
- In cooperation with the Facility Team Leader, data import and update of the maintenance program for technical facilities to comply with legal regulations and functionality
- Updating of emergency procedures in collaboration with Child Safety Officer external Security Service
- Preparation and monitoring of tenders together with Facility Team Leader
- Coordination and control of the external cleaning service provider, complaint management
- Digital room book, inventory and supply management together with purchase office
- Documentation of regular risks assessments, safety instructions and training
- Maintenance and regular updating of process documentations, (online) course material and content management (LMS) in the area of occupational health and safety
- Coordination and planning of working committee meetings (ASA)
- Supporting project management (e.g. in the preparation of quotations, coordination of the construction process, invoice verification)
- Archiving all documents related to the school building and grounds
- Confidential handling of electronic ticket system and calendar for appointment management
- General support to the Facility Team Leader, including general office and administrative tasks

Qualification:

- Successfully completed craft or technical training and/or professional experience in the facility sector
- Good written and spoken German and basic knowledge of English
- High sense of responsibility, ability to work independently and carefully, flexibility in the area of responsibility as well as a high level of self-organization and initiative
- Ability to work in a team and willingness to cooperate with all school employees
- Experienced handling of the common MS Office programs
- Empathy in a multicultural environment



INTERNATIONAL SCHOOL OF HAMBURG

Terms of Employment:

- Starting date is as soon as possible
- The position is initially limited to 2 years with the option of permanent employment afterwards
- The position is a part-time position (30 hours per week/0.8 FTE)

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to HR@ishamburg.org

Hamburg, 06.11.2024