

**Join Our ELA Basel Family – Shape the Future with Us!**  
**Inspire. Educate. Empower.**

## **Receptionist & Administrative Assistant (60%)**

Imagine stepping into a place where children's laughter, curiosity, and international spirit shape everyday life. Our vision is to provide children with a nurturing family environment where learning, joy, and growth go hand in hand. For our team we create an appreciative and vibrant work environment.

To best support our educational work, we are looking for a motivated addition to our Front Office, who can start immediately or by agreement, Monday to Friday 07:30 to 12:30.

Would you like to become part of the ELA Basel Family? We look forward to receiving your application.

### **What are your responsibilities?**

- Reception and first point of contact for parents, staff, visitors, and suppliers
- Answering and forwarding phone calls as well as managing door/gate access (parents & suppliers)
- Handling simple messages and emails (e.g. sickness notifications, late arrivals, pick-up authorisations, general notices)
- Receiving, recording, and/or forwarding parent requests at reception (holiday notices, absences, schedule changes)
- Receiving and distributing handouts and materials for children and staff
- Revising/editing the menu in cooperation with the kitchen
- Managing petty cash, tram tickets, as well as zoo and museum passes
- Receiving and sorting mail and parcels
- Processing simple orders (e.g. office supplies, consumables)
- Printing and filing important documents (contracts, forms, withdrawal letters)

### **What you ideally bring with you:**

- Experience in administration, preferably in a school or childcare environment
- Confident use of Google Workspace
- Spoken and written German and English (C1 or higher)
- Work permit for Switzerland
- Enjoyment of service-oriented work with children and families
- Organisational skills, reliability, and a structured way of working
- Friendly, professional, and service-oriented appearance

### What can you expect?

- A varied and responsible position in the heart of Basel
- 5 weeks of holiday as well as a few bridging days
- A warm and experienced team to support you and ensure a smooth start
- Intercultural working environment with daily communication in German and English
- Modern infrastructure in a central location (just a few minutes from the train station)
- Team events and internal activities that strengthen our family spirit

### What do we offer?

Respect and appreciation are important to us. We see ELA Basel as our family and every new team member becomes part of it. To grow and continuously improve our quality, we promote further training and offer apprenticeships. To maintain a strong and stable team, we focus on long-term employment.

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### Are you ready to shape the future of children with us? We look forward to receiving your application!

Please send the following documents to [jobs@ela-basel.ch](mailto:jobs@ela-basel.ch):

- A completed [application form](#) (English) (CVs may be submitted along with the completed application form)
- PDF copies of relevant qualifications and certificates
- PDF copy of your passport or ID and your Swiss work permit

Interviews will be held online or directly at our school in Basel.

You can find more information about ELA Basel on our website: [www.ela-basel.ch](http://www.ela-basel.ch)

*ELA Basel is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including reference checks with previous employers and a check through the Disclosure Barring Service or an equivalent institution in their country.*