

POSITION: Administrative Assistant - Business Office
REPORTS TO: CFOO/COO & Head of Finance

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Under the supervision of the CFOO/COO and Head of Finance, the Business Office Administrative Assistant will provide high-quality professional, confidential secretarial services and serve as the key coordination point for the Business Office.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's Degree holder, preferably in Administration or Secretarial
- Demonstrated fluency in written and spoken English
- Demonstrated experience using productivity tools (e.g., word processing, spreadsheets, and presentations). Knowledge of Database Management Systems (SIS)
- Strong knowledge of modern office practices and administrative procedures, including filing systems and telephone techniques, letter and report writing, and office machines
- Outstanding interpersonal and communication skills, with the ability to engage parents, students, and staff tactfully and courteously
- Helpful, cooperative, eager to communicate and problem-solve
- Demonstrated ability to work collaboratively with others of various cultural backgrounds
- Demonstrated experience and comfort level with adolescents, especially in instructional settings
- Helps maintain a positive and friendly working atmosphere with others
- Demonstrated ability to identify, manage, and initiate projects without direct supervision
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Executive and Secretarial Support

- Provides secretarial and administrative support to the CFOO/COO and Head of Finance.
- Screens and manages communications, including phone calls, emails, and visitors, to ensure efficient access and message handling for the CFOO/COO and Head of Finance.
- Manages and maintains the calendars of the CFOO/COO and Head of Finance, including prioritizing appointments, scheduling meetings, arranging meeting locations, and notifying internal and external participants.
- Prepares meeting agendas, takes minutes, and provides meeting summaries when required.
- Reviews incoming documents and determines which items require direct attention from the CFOO/COO or Head of Finance.
- Manages and processes documents requiring digital signatures for the CFOO/COO and Head of Finance.

Document and Records Management

- Prepares, types, scans, distributes, receives, translates, and files both general and confidential documents and correspondence.
- Maintains accurate and well-organized departmental filing systems and records.
- Safeguards important school documents, including contracts, land certificates, legal documents, JIS vehicle documentation, and car loan collateral records.
- Maintains strict confidentiality when handling sensitive information, documents, and records.
- Ensures compliance with school policies, procedures, and applicable regulations.

Office Administration and Operational Support

- Handles, verifies, and documents all transactions made using the school's credit card in accordance with financial procedures.
- Coordinates the maintenance and servicing of office equipment.
- Monitors office supply inventory and arranges timely procurement as needed.
- Ensures that all required JIS operational licenses are monitored and renewed according to the appropriate timeline.
- Prepares and submits Purchase Requests (PR) for Business Office operational needs.
- Acts as a liaison between the Business Office and other departments within JIS to facilitate effective communication and coordination.
- Coordinates travel arrangements and itineraries for the CFO/COO and Head of Finance in an accurate and timely manner.
- Liaises with the Insurance Broker on general insurance matters and supports the processing of insurance claims in accordance with established policies.

Other Duties and Responsibilities

- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Performs other related duties and assumes other responsibilities as assigned by the CFOO/COO and Head of Finance, including but not limited to participation in class/School activities or events, and attendance of workshops organized by JIS.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.