

POSITION: Administrative Assistant
REPORTS TO: Risk Management Advisor

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

PURPOSE

Under the supervision of the Risk Management Advisor, the Administrative Assistant will provide and coordinate clerical and administrative support and enable the efficient running of the Office of Risk Management. The Administrative Assistant also sends the Travel Tracking Communication messages to the JIS community

QUALIFICATIONS, EXPERIENCES, AND ATTRIBUTES

1. Bachelor's Degree holder from any discipline
2. Previous experience for a minimum of 5 years in an office administrative role in a multi-cultural international organization
3. Demonstrated proficiency in Microsoft Office (Word, Excel, and PowerPoint) and Google Applications (Google Drive, Google Sheets, and Google Email)
4. Ability to communicate effectively in English and Indonesian
5. Knowledge of Modern Office Practices and Procedures, including filing systems and telephone techniques, letter and report writing, and office machines
6. Measurable history of organizational ability and skills at performing multiple tasks simultaneously with minimum supervision
7. Successful experience in collaborating with others, working in teams, and liaising with other departments
8. Proven ability to have strong public relations skills, self-motivating, problem-solving skills essentials, and intercultural communication skills
9. Proven ability in analytical thinking and detail-oriented
10. Proven ability in customer service skills
11. Outstanding personal communication skills; meets the public and staff tactfully and courteously
12. Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Manages, coordinates and updates Risk Management Office (RMO) communications with staff and faculty, parents and third parties:
 - o Provides professional and courteous front-of-house customer services to support the JIS community
 - o Manages the JISNet RMO content in liaison with the communications department.
 - o Receives, filters and processes staff, faculty, parent and third party requests for information, complaints and queries.
- Administrates the JIS Access Control System in support of security operations:
 - o Monitors, processes, produces, and issues JIS Identification Cards for students, parents, Alumni, staff, faculty, and third parties, ensuring strict compliance with the JIS ID card Control Procedures, maintaining accurate records of all ID card applications, production, issue, loss, damage and destruction.
 - o Monitors, processes, programs and issues JIS visitor Identification Cards.
 - o Monitors, processes, produces, and issues vehicle access stickers for JIS vehicles, student private vehicles, parent volunteer organisation vehicles, staff and faculty vehicles, and third-party vehicles.

- Manages and administrates all RMO third-party and government agency contracts, memorandums of understanding, agreements and life support.
 - Monitors all RMO contract invoices, renewal and performance key dates and milestones.
 - Monitors and coordinates all contractor scopes of work, memorandums of understanding and agreements.
 - Receives and processes all RMO contractor invoices and requests timekeeping and service delivery confirmations from the relevant RMO function.
 - Monitors and administrates RMO finances, supporting the Risk Management Advisor's budget management and cost control function.
 - Receives, reviews and processes contractor invoices with the support of the safety and security functions service delivery confirmation processes.
 - Submits verified invoices for processing through the Oracle application or using manual written forms.
 - Coordinates cash payments through the JIS cashier to issue and record all police and government agency payments.
 - Monitors and coordinates police and contractor meal allowances, and life support delivery.
 - Coordinates the RMO petty cash and department budget, functions, equipment, uniform and stationary.
 - Maintains strict confidentiality of all JIS RMO administration and operations.
 - Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
 - Performs other directed tasks and duties as required by the Risk Management Advisor
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TO APPLY

Interested candidates should apply directly by email to recruitment@iisedu.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 and the candidate's country of origin.
- 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.