

Job Posting

ON-CALL ADMINISTRATIVE ASSISTANT

OPEN TO APPLICATIONS FROM CURRENT STAFF AND SUBSTITUTES

The German International School Washington D.C. is seeking an on-call Administrative Assistant for the front office. The on-call Assistant will act as back up for the front office of the main building.

OPENING:

Immediate

GENERAL INFORMATION:

This position is temporary, on an as needed basis.

DESCRIPTION:

The responsibilities of this position includes:

- Reception services: greet, direct and assist parents, students, vendors, faculty and staff; check in visitors
- Telephone service: answer main phone, direct/transfer calls, take/deliver messages, contact parents
- Handle ticket sales made through the Business Office including: bus tickets, lunch tickets, etc.
- Receives mail, FedEx, UPS, etc.
- Proofreads copy for spelling, grammar, layout and other concerns
- Provides specific administrative support as requested
- Assists in maintaining a clean and organized environment throughout the administrative area, including front office, supply area and kitchen
- Handles projects as assigned which may include research, sorting, drafting documentation, etc.
- Provides general clerical services
- Other duties as assigned

REQUIREMENTS:

- 2-4 years of experience in professional work setting strongly preferred
- School experience preferred
- Strong interpersonal, communication, writing and organizational skills
- Excellent attention to detail
- Fluency in English – written and verbal required
- Fluency in German – written and verbal strongly preferred

BENEFITS:	<ul style="list-style-type: none">• Health, Dental and Vision Insurance• Personal Leave• Sick Leave• Paid Holidays• Employer paid Disability Insurance• Retirement Plan with generous employer match <p>*Benefits may vary depending on employment status*</p>
TO APPLY:	Please submit your application to jobs@giswashington.org .
	<i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i>