



The German European School Manila seeks applications for the post of **ADMINISTRATIVE ASSISTANT**. The chosen applicant will become the direct secretary of the Administration Manager.

Main responsibilities include:

- Handling of all immigration and customs issues
- Purchasing and inventory of textbooks and other educational materials of the school
- Assist in handling inquiries regarding registrations, enrollment and other school matters.
- Travel bookings
- Transportation arrangements for class field trips and other school events
- Arrangements for arriving teachers
- Drafting of all personnel-related documents
- Filing of administrative documents
- Manage telephone calls, visitors and appointments of the administration manager and provide other assistance that may be requested.

Applicants should have the following qualifications:

- College graduate with at least 5-8 years work experience
- Excellent written and oral communication skills. Proficiency in the German language is an advantage.
- Excellent interpersonal and organizational skills
- Familiar with Microsoft Office applications
- Knowledge in preparing presentations, reports, and other documents that may be needed
- Can work with minimum supervision and has the right work attitude in ensuring that the objectives of the organization are met.

Attractive salary and career growth in a multi-cultural environment awaits the successful applicant. Kindly submit a letter of interest and résumé by e-mail to rarca@gesm.org or mail your application to:

German European School Manila
75 Swaziland Street, Better Living Subdivision
Parañaque City, Metro Manila
Tel: 7761000 local 224
Fax: 8241517

