

## OPEN VACANCY

### Personal Assistant to the Principal

The **German European School Manila (GESM)** is considered one of the best private schools in the Philippines. Being a fully recognized German School Abroad, the forms part of a 140-strong school network. GESM offers two language streams (German and English) and is the best and first choice for German speaking families as well as for families with a pronounced interest in excellent international education.

The personal assistant to the principal plays an important role within the Administration of the school.

#### **MAIN RESPONSIBILITIES (excerpt):**

##### **Administrative support to the principal**

- Organize and follow the school year plan as laid out by the principal
- Organize and prepare regular conferences and meetings independently and prepare agenda
- Write minutes, letters, e-mails, power point presentations etc. as per request
- Draft and translate texts to communicate information and news to staff and the GESM community in the internal and external newsletter and for the GESM webpage (cooperation with Website Coordinator)
- Keep daily calendar and maintain and monitor the internal and external school calendar and Event School Planner
- Keep the principal's contact data base up to date
- Organize filing system and file agenda, minutes and correspondence
- Support and assist the principal in his various business functions outside GESM
- Administer correspondence, esp. e-mails of the principal
- Administer the teacher's class test reports to the principal
- Keep daily calendar and arrangement of appointments, travel bookings
- Answer/make, reroute and filter telephone calls to/of the principal
- Assist with translations German/English where required (also using translation software) and review important documents to ensure grammatical correctness and general German/English fluency
- Assist with translations for colleagues and proofread German/English texts
- Keep task list of the principal up to date and ensure to meet deadlines and timely answers to enquiries.
- Support with all administrative related matters for the Bundesverwaltungsamt - Zentralstelle für das Auslandsschulwesen (BVA-ZfA)
- Other related tasks upon assignment

#### *OTHER RESPONSIBILITIES:*

##### **Organization and Supervision of School Admissions Procedure**

- Communication with inquiring parties for admission
- Receipt, filing and organization of admission forms and documents
- Coordination with administration and faculty members regarding admission procedures
- Co-maintenance of school record database
- Other related tasks

#### *KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES*

The incumbent must have proficient knowledge and skills in the following areas:

- Excellent German and English language skills
- Organizational and planning skills
- Good Communication skills
- Information gathering and monitoring skills
- Problem analysis and problem solving skills
- Judgement and decision-making ability
- Initiative
- Confidentiality
- Able to work in a team
- Attention to detail and accuracy
- Adaptability
- Able to quickly learn work environment specific software and programs
- Very good IT knowledge

#### *OTHERS*

- Other tasks or duties as agreed with the principal
- (Cooperate closely with the assistant(s) to the Director of Finance and Administration and the Personal Assistants to the Heads of Section)
- Cooperate closely with the Marketing Department of GESM.

#### *EDUCATIONAL REQUIREMENTS AND RELEVANT EXPERIENCE*

Candidate must possess College Degree in Business Studies / Administration/ Management or equivalent;

Preferably 2-3 years of Experience employee specialized in Secretarial / Executive & Personal Assistant or equivalent

#### *COMPENSATION AND BENEFITS*

We offer a local compensation and benefits package that is competitive and comparable with those of other international educational institutions in Manila.

#### *HOW TO APPLY?*

Kindly submit your letter of interest, résumé and salary expectations by e-mail to Michelle Hombrobuena ([mhombrobuena@gesm.org](mailto:mhombrobuena@gesm.org)) or mail your application to:

**German European School Manila,**  
75 Swaziland Street  
Better Living Subdivision  
Parañaque City