

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools with 240 faculty and staff providing quality, holistic education to a multinational student body of approximately 1250 students. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced candidates for the following position, **commencing in August 2022 or as mutually agreed.**

SECRETARY (ENGLISH SECONDARY DEPARTMENT)

(Working hours are Monday to Friday from 8am to 4.30pm)

This individual will provide general administrative and secretarial support to the Deputy Principal of the English International Stream and Head of Department and focus on providing support to the English Secondary Department. The successful applicant will be an exceptionally well organised self-starter with a highly effective and structured approach to daily tasks as well as long-term projects.

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JOB RESPONSIBILITIES

- Answer / respond to queries from parents, teachers, students and other members of the school community
- Schedule appointments and other meetings as and when required
- Managing the logistics of the school reports and various other school certifications during different times of the school year
- Assist in organising school events – logistics and communications to parents, students & staff
- Weekly Staff Bulletin – Liaison with staff regarding additions to each bulletin;
- Reception duties in liaison with the other department Secretaries - providing coverage during lunch time and absence and/or leave of the Receptionist
- Assist IB Diploma Coordinator in IB related tasks
- File and Database Management
- Handle student absence and leave requests
- Update class lists, internal staff lists, staff email distribution list, etc.
- Managing the process for student's applications to other schools and preparing transcripts for these to support the timely submission

REQUIREMENTS

- Native English Speaker with sound written and oral communication skills
- Minimum of two years' general administration/secretarial experience
- High school graduation diploma
- Experience working in a busy office environment
- Knowledge in working with Microsoft Office and databases
- Excellent interpersonal skills
- Experience working in an educational environment (desirable)
- Be a team player, used to working in a busy, multicultural office environment

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

HOW TO APPLY

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>), to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <http://mygsis.edu.hk/>.

Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only. **GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS.**