

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 May 2024**.

STUDENT SERVICES COORDINATOR

We are currently seeking a highly motivated and collaborative individual to join our team. In this role, you will play a crucial part in ensuring the safe and efficient operation of our school buses, facilitating the transportation of students between their homes and various school campuses. The primary location for this position will be the Peak Campus, where you will be based for four days a week, with an additional day at the Pok Fu Lam Campus. As a valued member of our team, you will also provide support to other student services, contributing to the overall success of our school community.

11 GUILDFORD ROAD
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216
FAX (852) 2849 6347
EMAIL GSIS@GSIS.EDU.HK

DUTIES & RESPONSIBILITIES

- Provide ongoing supervision and monitoring of the school bus service providers, ensuring that they consistently deliver reliable, safe, and high-quality transportation services to GSIS students and staff.
- Serve as the primary contact person for all school bus-related matters, effectively liaising with the service providers at both campuses.
- Support traffic control to ensure school buses run in and out of the school premises smoothly and timely.
- Coordinate the scheduling and routing of school buses in cooperation with bus companies.
- Review bus routes and bus equipment and recommend changes where needed.
- Co-ordinate excursion buses with faculty staff.
- Manage communication with parents, school bus service providers and GSIS staff and resolve inquiries, complaints, and concerns as needed.
- Support in handling internal staff and student travel arrangements.
- Assist with procurement tasks and with other administrative duties as required.

REQUIREMENTS

- Secondary Education, preferably Degree holder
- Experience in working in a busy work environment, preferably in a transportation, logistics or school environment
- Fluent English and Cantonese language speaker with sound written and oral communication skills
- Office computer skills (especially Excel, Google Drive)
- High degree of customer orientation and communication skills
- Independent working style and problem-solving attitude
- A team player, used to work in a multicultural 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.**