

SIS Swiss International School operates 16 bilingual, private day schools in Switzerland, Germany and Brazil. More than 3.700 students attend our classes from preschool through to secondary school. They come from local as well as from international families and learn in German (or Portuguese) and in English.

For our school in Friedrichshafen starting 1 May 2019 we are seeking an

Administrative Assistant (m/f/x) for our School Office

Part-Time 30%

Your role:

- issuing invoices to parents using the company's own invoicing software
- processing and forwarding incoming invoices
- processing correspondence and contracts in German and English
- handling general organisational and administrative tasks and office organisation
- contact person for students and parents in day-to-day school life
- supporting the principal and the teachers with school organisation

Your profile:

- completed commercial training and/or experience in a similar field, ideally with prior experience in invoicing
- German or English on a native speaker level, written and spoken fluency in the respective other language a definite requirement
- good or very good computer skills, especially MS Office
- you are organised and able to work independently, you are reliable, detail-oriented and competent in an intercultural environment
- you are a quick learner, who is target-oriented, proactive and works well under pressure
- you are open and friendly towards parents, students, teachers and other people your position brings you into contact with

Our offer:

- a lively and international work environment with an open and welcoming atmosphere
- a responsible, diverse and interesting position
- the opportunity to work independently, realise your own ideas and actively participate in shaping the school
- additional benefits (e. g. lunch discount, company pension scheme etc.)
- a new facility with state-of-the-art equipment

Please send your complete application documentation via email to application.friedrichshafen@swissinternationalschool.de

We look forward to hearing from you!

For further information about SIS Friedrichshafen and the vacancy, please contact the principal, Mr. Shane Lions (phone+49 7541 954 370).



Swiss
International
School

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