Job Posting

ON-CALL ADMINISTRATIVE ASSISTANT
OPEN TO APPLICATIONS FROM CURRENT STAFF AND SUBSTITUTES

The German International School Washington D.C. is seeking an on-call Administrative Assistant for the front office.

OPENING: Immediate

GENERAL INFORMATION: This position is temporary, on an as needed basis. This position will act as back up for the front office of the main building.

DESCRIPTION:
The responsibilities of this position includes:

• Reception services: Greet, direct and assist parents, students, vendors, faculty and staff; check in visitors, contact staff member to escort visitors
• Telephone service: answer main phone, direct/transfer calls, take/deliver messages, contact parents
• Handle ticket sales made through the Business Office, including: bus tickets, lunch tickets, etc.
• Receives mail, FedEx, UPS, etc.
• Proofreads copy for spelling, grammar, layout and other concerns
• Provides specific administrative support as requested
• Assists in maintaining a clean and organized environment throughout the administrative area, including front office, supply area and kitchen
• Handles projects as assigned which may include research, sorting, drafting documentation, etc.
• Provides general clerical services
• Other duties as assigned

REQUIREMENTS:

• 2-4 years of experience in professional work setting; school experience preferred
• Strong interpersonal, communication, writing and organizational skills
• Excellent attention to detail
• Fluency in German and English – written and verbal, required
• Authorization to work in the US for any employer

To Apply: Please submit your application to jobs@giswashington.org.

December, 2019

Kind regards,

P. Palenzatis, OStD’
Head of School