



Bromsgrove International School

Job Description – Secretary to the Management Team

Provide assistance to Management Team (Leadership Team) at Bromsgrove International School.

Reports To:

Management Team (*Leadership Team*)

Times of Duty:

Monday to Friday 7.30 am to 4.30pm.

Minimum Qualifications:

- Bachelor's degree level
- At least 5 years work experience in the service industry with 3 years relevant experience.
- Knowledge of computer systems.
- Strong service orientation.
- Good command of English
- Strong interpersonal skills

Major Responsibilities:

- Liaise with Directors, Headmaster, Business Manager, School Manager, Senior Management Team, teachers, staff, students, parents, contractors and suppliers to ensure an effective administrative support for BIST.
- Assist in **staff** recruitment process; filtering applicants, contacting applicants, scheduling interviews, welcoming job applicants, following up with referees, sending job offers, notifying applicants of application status (accept/reject), organizing relevant handbooks to be sent out to new staff, preparing visa and work permit documents and ensuring relevant documents are provided etc.
- Assist in the organisation of school events
- Compose routine letters, faxes, memos. Route or answer routine correspondence.
- Coordinate the arrangement of meeting, travel, class schedules etc.
- Assist in preparing professional presentation materials, translation of documents from English to Thai or vice-versa.
- Handle the department incoming / outgoing mail, ensure that the documents are routed to the right persons.
- Maintain confidential records / files and ensure confidentiality of sensitive information.
- Handle day-to-day issues (requests, complaints etc) on behalf of the Management Team
- Assist the Management Team in the smooth operations of the School

- Assist in settling in new staff (obtaining non-immigrant visa from country of origin, finding suitable accommodation, arranging airport transfer etc)
- Assist the Headmaster in organizing Staff Orientation
- Manage and maintain staff records and profiles.
- Process teachers' license, visas, work permits, tax, social security contribution, medical etc for all staff.

Required Competencies:

- Customer and Market Focus
Ability to diagnose and anticipate parents and students needs and expectations and to quickly respond to them.
- Analytical Thinking and Problem Solving
Ability to identify problems, determine how to solve problems, evaluate alternatives, assess risk, and make timely decisions.
- Office Equipment Expertise
Ability to use office equipment to perform tasks; skill at teaching others how to use equipment; skill in a variety of office techniques (e.g., typing, data entry).
- Communication
Ability to clearly convey ideas orally and in writing, and to listen to and understand what others are saying. Ability to provide feedback and follow up where necessary.
- Business Writing Skills
Ability to compose business letters; respond to inquiries in writing; skill in use of appropriate business terms to achieve desired results.
- Computer and Software Proficiency
Ability to use relevant software; computer literate; ability to integrate various software to meet office needs.
- Scheduling and Coordinating
Knowledge of others' plans and schedules; skill in coordinating functions and ensuring desired results; ability to prioritize and make decisions; ability to do multiple tasks and support several people at once.

Date Issue: Year 2010