



Bromsgrove International School Thailand (BIST)
Academic Coordinator

We are looking for candidates who combine strong abilities with good social skills. We are interested in competent candidates who wish to further develop their personal skills and knowledge.

Minimum Qualifications:

- Bachelor's degree level
- At least 2 years work experience in the service industry or relevant experience.
- Knowledge of computer systems.
- Strong service orientation and organisation skills
- Good command of English
- Strong interpersonal skills
- Enjoy working with children

Major Responsibilities:

- To provide administrative support for academic team.
- To check and amend daily student absentees list onto School base programme.
- To summarise staff briefing.
- To manage the student files - Maintain confidential records / files and ensure confidentiality of sensitive information.
- Assisting the examinations officer with administrative tasks relating to exam entries and the examinations process.
- To liaise with maintenance, office staff and help desk over problems logged by academic staff.
- To translate important academic letters with a wide distribution.
- To assist with the administration of school reports.
- To complete any other reasonable administrative task as directed by the Principal.
- To issue school official transcript.
- To manage school lockers.
- To manage staff fund.
- To support school events.
- To prepare relevant document, booklet and packs ready before the beginning of academic year.

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.

The applicants are invited to send your resume in English to HR Coordinator through

nchattraapon@bromsgrove.ac.th