

FACILITIES ASSISTANT

POSITION SUMMARY

Division: Facilities Office

Category: Local Administrative Assistant

Reports to: Facilities Manager

Start Date: as soon as possible

Contract Length: One year, full time

CREATIVE COURAGEOUS COMPASSIONATE

VISION: We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

MISSION: AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

INCLUSION STATEMENT: AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

KEY ATTRIBUTES:

- You are passionate about providing a safe, inclusive learning environment where children thrive;
- Building relationships is important to you and student learning is at the heart of what you do;
- You understand how to establish and maintain strong partnerships between school and home;
- You have a positive disposition and are solution focused;
- You are flexible, and adapt easily to collaborating with different teams;
- You are someone who students and colleagues want to be around and you communicate with clarity and kindness;
- Comfortable and confident working with informational technologies and manipulating large volumes of data;
- Able to work in a high-stress environment;
- Maintains an open attitude toward new ideas;
- Able to work collaboratively with multiple groups of people, including teachers, students, parents and the administration;

ESSENTIAL QUALIFICATIONS & SKILLS

- High School Diploma or higher for technical studies (polytechnic or constructions (Civil Engineering)). Prior work experience in technical engineering projects, managing technical data would be a plus
- Excellent communication skills in Romanian and English (oral and written)
- Skills and training for effective technology integration
- Knowledge of modern office practices and procedures, including filing systems, communication, letter and report writing, as well as operation of needed technology;
- Demonstrated expertise in using informational technologies;
- Outstanding interpersonal skills and the ability to work in a highly collaborative environment
- Proactive, independent, collaborative, and comfortable in execution;
- Helps maintain a positive and caring working atmosphere.
- Driving license B category

JOB RESPONSIBILITIES

- Organize and handle expatriates new joiners welcoming gifts;
- Handle the METRO cards distribution;
- Check and review suppliers invoices and contracts;
- Constant support for internal and external events;
- Updates and comply with all facilities policies and procedures, including procurement procedure;
- Facility related procurement activities;
- Stocks management (communicate and reinforces procedure)
- Building Management System operator (monitoring technical data from the system)
- Interaction with all support divisions such as Purchasing, administrative coordinators, BO, HR, secretaries, etc. for a high quality service;
- Prepare and run monthly facilities related reports;
- Handle the administrative requests

