

## Secondary School Receptionist/Attendance Officer

### POSITION SUMMARY

Division: Secondary School

Category: Local Hire

Start Date: Immediately, Full time load

Contract Length: One year, renews thereafter

Salary Scale: Administrative Assistant

### 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.

### ESSENTIAL QUALIFICATIONS & SKILLS

- High School Diploma or higher;
- Fluency in English and Romanian (oral and written); ability to speak in a 3rd Language of international use is an advantage;
- Technology and digital media literacy;
- Excellent organizational skills and multitasking abilities;
- Excellent interpersonal and communication skills;
- Ability to work collaboratively with varied groups of people;
- Demonstrated high level of professional and personal integrity;
- Approachable, calm, efficient and a strong sense of initiative

### KEY ATTRIBUTES

- Manage Secondary School attendance and reports;
- Secondary School Reception;
- Providing support for faculty & staff, students & parents, local & international community;
- Answer and direct phone calls and e-mails;
- Greet and orient visitors and answer questions;
- Manage information for students, teachers and administration, including bulletins, e-mails, Secondary School lists and Weekly Newsletter;
- Assist with Secondary School major events, logistics, including lockers, school supplies, mailboxes, classrooms.
- Proactively monitoring upcoming events and supporting their implementation.
- Able to perform additional duties as required for short periods of time due to unusual circumstances.