

Early Learning Center (ELC) ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

Division: Early Learning Center (ELC)

Category: Local Staff

Start Date: May/June 2023

Contract and Length: full time, 1 year initial contract

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

In AISB's Early Learning Center (ELC), we are passionate about working with children ages 2-6 and want to make a difference in their lives. The ELC Administrative Assistant is integral in the daily functioning and success of the school, often the first point of contact for parents, students and teachers.

The ELC Administrative Assistant is someone who is trusted to effectively communicate and support others and works with all members of the school community in diverse ways.

AREAS OF RESPONSIBILITY

- Assists the Early Learning Principal in the planning and administration of various school programs, meetings or events
- Manages day to day operations of the ELC's office
- Prepares and maintains various student related documents
- Assists in set-up/logistics of various school events
- Liaises with maintenance, housekeeping, transportation and drivers' departments as needed
- Acts as an interface with the parent community, greeting and orienting visitors
- Assists with the onsite coordination of the substitutes with the Substitute Coordinator if needed
- Maintains daily records of student and faculty attendance
- Assists with weekly newsletters, calendars, and bulletins
- Manages office supplies and assists with overseas and local supply orders
- Assists with logistics related to recruitment
- Assists with field trip arrangements
- Liaises with all other divisional administrative assistants to support internal needs and logistics

QUALIFICATIONS & SKILLS

- Bachelor's Degree from University
- Fluency in English and Romanian (oral and written)
- Professional experience in an international environment is considered an advantage
- Technology and digital media literacy
- Excellent organizational skills
- Excellent interpersonal and communication skills
- Ability to work collaboratively with children and adults
- Ability to maintain confidentiality

Visit our website to learn more about: [Careers at AISB](#) | [Our School](#) | [Our Learning Beliefs & Practices](#)

Please feel welcome to contact our HR Manager, [Roxana Lungu](#), for further queries.

