



Administrative Assistant

- **Vacancy for:** 1
- **Posted on:** Feb. 21, 2018
- **Deadline:** March 19, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Secretarial / Front Office / Data Entry
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Jhamsikhel, Patan, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 2 years
Professional Skill Required	: Excellent Command In Spoken And Written English, Proficient In Google Apps And Ms Office

Other Specification

- Hard-working and dedicated to continuous improvement in related department and communicating successes within and outside school
 - Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, parents and external bodies
 - Excellent interpersonal skills, able to work with others harmoniously
 - Excellent organizational and time management skills with the ability to prioritize tasks
 - Ability to work on own initiative and react to competing demands
 - Ability to work to deadlines, applying proactive time management strategies
 - Ability to maintain confidentiality
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Job Description

- Telephone answering duties.
 - Contacting parents in the event of illness of a child or emergency.
 - To assist in any emergency with the care of a child if deemed necessary by supervisory staff
 - Ensuring clear lines of communication within the school by informing teachers of any messages taken regarding the children
 - Mail to be sorted and distributed daily to the appropriate staff members.
 - Filing documents and updating information.
 - Maintenance of school registers and keeping daily attendance numbers.
 - Assist with the organization and running of school events open afternoons, parents evenings, information evenings
 - Cover during absence of Office Managers or other Administrative staff as designated in absence cover sheet
 - Recording and maintaining an operations manual which details the way all events are organized.
 - Attend training courses deemed necessary by the school management.
 - Any other tasks that may be reasonably requested by the HoA from time to time.
 - Maintaining and updating the notice boards.
 - Providing English/Nepali interpretation at meetings with parents if necessary
 - Entering all information and data into the Engage system
 - Emailing letters/documents for the Principal, Head of Sections or Teachers via the Principal and circulation information for the Board of Governors through Engage Management System
 - Help other administrative staff when needed
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Applying Procedure

An application letter should be included with your completed TBS application form and submitted by email to recruitment@tbs.edu.np or by post, marked for the attention of The Human Resource Department, The British School, PO Box: 566, Kathmandu, Nepal.

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