ESCA-Bishkek International School

Job Description: Administrative Assistant / Receptionist

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has over 180 students with more students joining every term. Sixty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language or religious belief and everyone is encouraged to take part in all school activities. As an IB World School offering the IB Diploma, we are also in the authorisation process for IB PYP and IB MYP, and have Cambridge International Examinations Accreditation for the IGCSE programme.

Responsibilities

1. Receiving and making calls on behalf of the school;
2. Assisting the school with any reasonable request;
3. Working with the school staff in organization of every day work and events;
4. Translating documents from English to Russian and Russian to English;
5. Receiving members of the public and parents, giving information about the school to telephone enquiries;
6. Registering letters and correspondence, administrative assistance, records management: preparing certificates, reports.
7. Maintain high quality standards in all areas of the school.

Requirements

1. University degree in related area;
2. 6 months of work experience in a related area;
3. Ability to work in a team and independently; skills of working in a multicultural environment;
4. Great skills of an interpersonal communication. Skills of communication with target audience;
5. Computer skills, confident user of office equipment;
6. Excellent English and Russian language skills, knowledge of Kyrgyz and other languages are additional asset.

Application

- Send your application in English by email to hr@bis.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.