



Vienna International School Job Description

Job Title: Assistant to Administrative Offices

Responsible to: Business Manager

Admin Salary Scale: D

% of Employment: 100% (38.5 hours per week)

Job Summary: The Assistant to Administrative Offices is expected to provide administrative support to the Business Manager, the Purchasing Office and the Finance Department, and to provide school-wide support of Category trip and PD organisation.

Personnel Specification	Essential	Desirable
Minimum Qualifications	<ul style="list-style-type: none"> - Completed Secondary Education 	<ul style="list-style-type: none"> - Completed Post -Secondary Education in a business-related subject
Professional Experience	<ul style="list-style-type: none"> - At least 2 years of relevant work experience in a Business Office or similar 	<ul style="list-style-type: none"> - 2 or more years of previous work experience in an international office environment - Experience in accounting (business related processes) - Experience in purchasing - Experience in travel management
Professional Understanding and Knowledge	<ul style="list-style-type: none"> - Economic understanding - Excellent German (native speaker level) and fluent English language skills - Excellent knowledge of MS office - good head for figures 	<ul style="list-style-type: none"> - Experience with BMD software - Experience in dealing with Austrian Authorities
Professional Competencies	<ul style="list-style-type: none"> - well-organized, detail-oriented, and assertive team player - Able to effectively communicate while employing diplomacy - Hands-on mentality - Customer-oriented approach - Capable of handling multiple projects simultaneously with little supervision - Strong communication and positive interaction skills required in an international environment - Flexibility and team spirit 	<ul style="list-style-type: none"> - Cross-cultural competence
Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the IB programme - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A willingness to actively promote Diversity, Equity, Inclusion and Justice - A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners 	



Key Responsibility Areas

Support of Category A + B trip and PD bookings and organisation

(approx. 55% of the working time)

The Assistant to Administrative Offices is expected to:

- Arrange, in close cooperation with the Primary and Secondary office, day and overnight school trips, including booking, transportation, lodging, meals, activities and other related tasks.
- Assist in the organisation of booking nurses for trips, if required
- Issue school keys, parking permits and mobile phones for trips
- Assist teachers in booking PD, or take the bookings (travel, accommodation, etc.) of PD over from them if requested
- Review on a regular basis, and update when needed, the Trip Handbook
- Process PD reimbursement requests

Support of Purchasing procedures

(approx. 20% of the working time)

The Assistant to Administrative Offices is expected to:

- Collect offers / tender management
- Process purchase orders for the Director Office, Reprographics, Finance Office and Programme after Learning. This entails the whole purchasing process from evaluating the purchase requests to the delivery of goods in the school premises.
- Assign delivery notes to departments for distribution
- Manage stationery stock and process central stationery orders
- Implementation of the new central stationery ordering system
- Process insurance claims (AUVA + HOCHENEGGER)
- Project Management depending on magnitude of project
- Support Purchasing Officer and Business Office & Purchasing Administrator

Support Of the Business Manager

(approx. 15% of the working time)

The Assistant to Administrative Offices is expected to:

- Support the Business Manager with accounting tasks in support of VIS operations, including processing payments for extracurricular activities and other accounting and administrative support tasks as needed.
- In cooperation with the Business Manager and the Health & Safety Officer, ensure compliance with administrative regulations in regard to legally required officers in the organisation (including, but not limited to: First Aid helpers, Waste Manager, Fire protection trained Personnel, Poison Officers etc.). This includes maintaining an up-to-date record of qualified personnel, expiring dates of respective qualifications and the organisation of respective inhouse trainings, or assistance of staff members with individual course bookings.



Support of the Finance department

(approx. 10% of the working time)

The Assistant to Administrative Offices is expected to:

- Maintain, in liaison with the Finance team and the colleagues in charge of PD bookings, an up-to-date balance sheet of the available Professional development fund per staff member, taking into consideration the entitlements based on the length and percentage of employment and the funds consumed, and communicate the information to the members of the Senior Leadership team, and the Admin colleagues involved in PD bookings/coordination upon request

General

The Assistant to Administrative Offices is expected to:

- Provide support for other activities as deemed appropriate by the Director and the Business Manager within the scope of responsibilities as Assistant to Administrative Offices.
- Any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Supervisor or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development