



Vienna International School Job Description

Job Title: Human Resources Administrator

Responsible to: HR Coordinator

Admin Salary Scale: E

% of Employment: full-time (38,5 hours/week)

Job Summary: The HR Administrator is expected to, under the guidance of the HR Coordinator and in collaboration with other HR staff, ensure the smooth and efficient day to day operation of the HR Office and to actively support in recruiting and administration and other important HR processes and projects.

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 job-related field
Professional Experience	<ul style="list-style-type: none"> - At least 4 years of relevant work experience; at least 2 of which in Human Resources - Experience in dealing with Austrian Authorities - Experience in recruiting 	<ul style="list-style-type: none"> - 5 or more years of previous work experience in a similar international office environment - Experience in working with DPW Sage HR software
Professional Understanding and Knowledge	<ul style="list-style-type: none"> - Excellent German (native speaker level) and English language skills - Excellent general IT literacy including MS Office, Google suite and databases - basic knowledge of the Austrian labour law 	<ul style="list-style-type: none"> - Knowledge of the collective labour agreement
Professional Competencies	<ul style="list-style-type: none"> - Self-starter, well-organized, detail-oriented, and assertive team player - Excellent time management, organizational, coordination, and communication skills (verbal and written) - Strong customer service skills - Capable of handling multiple projects simultaneously with no or little supervision - Able to manage multiple priorities and set appropriate trace systems to track projects and work - Able to maintain strict confidentiality - Able to effectively learn and acquire new knowledge and skills 	<ul style="list-style-type: none"> - A high level of positive energy and drive - A good sense of humour
Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the three IB programmes - 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 the HR Coordinator

The HR Administrator is expected to:

- Act as HR Front Desk Representative: responsible for the first contact with unscheduled visitors
- Manage the daily administrative tasks of the HR department like correspondence, filing, telephone duty, e-mail, copying/scanning, online research and handling of staff requests
- Distribute and collect internal mail
- Assist in creating, and keep up-to-date HR-related written documents such as (but not limited to) job descriptions, contractual documents, info brochures for staff and HR guidelines
- Ensure that, in cooperation with the Marketing department, the HR Intranet section is accurate and up to date
- Assist with planning of the orientation programme for August and liaise with the respective departments regarding their participation and required resources
- Assist in planning Professional Development for the Admin Team
- Produce statistics as requested by the Human Resources Coordinator

Recruiting and Leavers' processes

The HR Administrator is expected to:

- Monitor that all processes are documented and are following agreed recruiting procedures
- Liaise with the respective Selection Committees and set up a GDPR compliant application- and info-sharing system
- Advertise in appropriate and agreed channels, in consultation with the Marketing & Communications department
- Pre-screen candidates' profiles and Email applications according to the agreed profile and other requirements
- Schedule and prepare interviews and liaise with all constituencies involved
- Be responsible for applicant correspondence and follow up
- Assist in the onboarding process: including the planning of the new staff Orientation days in August and ensuring a smooth onboarding process for new hires also during the school year
- Assist in the leavers' process: informing departing employees of the internal leavers' procedures, preparing employment confirmations and keeping the relevant written guidelines and the leaver's checklist up-to-date

Personnel data administration

The HR Administrator is expected to:

- Maintain an up-to-date and complete filing system and to keep abreast of document retention and filing requirements
- Keep lists/database with personnel-related data up-to-date
- Follow-up on missing and outdated documents from staff
- process information on staff changes (eg. new staff starts and leavers' dates) and share with respective in-house staff
- Closely liaise with the Payroll Accountant regarding monthly payroll changes



Office

The HR Administrator is expected to:

- ensure that a stock of brochures/materials and updates are available at all times
- order stationary as needed for the HR Office
- announce visitors to the HR Office to Security and Reception

Community Services

The HR Administrator is expected to:

- Help (new) staff members with all Austrian documentation, including but not limited to:
 - o Residence Permit applications and extensions with the MA 35
 - o Austrian Police clearances
 - o Social insurance confirmations and Ecards
 - o Communication with Austrian Authorities in staff related matters
 - o Other as needed
- Assist with the registration of new teaching staff with the Bildungsdirektion and MA 11 (Kindergarten) providing all required documents
- Assist staff members in understanding agreed internal procedures like leave requests, usage of time tracking system (Admin), leavers' procedures

General

The HR Administrator is expected to:

- Provide support for other activities as deemed appropriate by the supervisor and the Director within the scope of responsibilities as HR Administrator.
- 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