



Vienna International School Job Description

Job Title: Human Resources Assistant

Responsible to: HR Coordinators

Admin Salary Scale: III

% of Employment: 20 - 30 hours/week

Job Summary: Under the supervision of the HR Coordinators, to ensure the smooth and efficient day to day operation of the HR Office and to actively support HR processes.

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 3 year of relevant work experience, preferably in HR assistance 	<ul style="list-style-type: none"> - 4 or more years of previous work experience in a similar international office environment
Professional Understanding and Knowledge	<ul style="list-style-type: none"> - Excellent German and English language skills - Experience in dealing with Austrian Authorities - Excellent general IT literacy including use of email, word processing and spreadsheets and databases 	
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) - Able to effectively communicate while employing diplomacy - Customer-oriented approach - Capable of handling multiple projects simultaneously with little supervision - Able to manage multiple priorities and set appropriate trace systems to track projects and work - Able to maintain strict confidentiality 	<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 	



KEY RESPONSIBILITY AREAS

Support of the HR Coordinators

The HR Assistant is expected to:

- Act as HR Front Desk Representative: responsible for the first contact with unscheduled visitors
- Support the HR Coordinators in the daily administrative tasks like correspondence, filing, telephone duty, e-mail, copying, handling of staff requests
- Distribute and collect internal mail
- Schedule interviews and appointments
- Assist in planning Professional Development for the Admin Team
- Assist in the recruitment of new Substitute teachers

Personnel data administration

The HR Assistant is expected to:

- Maintain an up-to-date and complete filing system
- Assist with keeping lists/database with personnel-related data up-to-date
- Follow-up on missing and outdated documents from staff
- Closely liaise with the Payroll Accountant

Community Services

The HR Assistant is expected to:

- Help (new) staff members with all Austrian documentation, which include:
 - o Residence Permit applications and extensions with the MA 35
 - o Austrian Police clearances
 - 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

General

The HR Assistant is expected to:

- Provide support for other activities as deemed appropriate by the supervisors within the scope of responsibilities as HR Assistant.
- 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