



Job Description

Job Title:	Administrator
Reports to:	Principal – Executives
Responsible for:	Main Office Administration

Overview

The School recognizes that the support staff of HIS plays an important role in supporting the educational programme. To that end, local national support staff positions will be created to help accomplish the educational objectives of the School. From time to time position designations may change in light of the changing requirement of the organizational structure of the school.

Working hours

Daily working schedule: 7:00 am – 3:30 pm

Responsibilities

1. Give professional and secretarial support to Principal and provide translation services requested by Principal;
2. Permanent management of the mainoffice@hisvietnam.com email account, including responding to enquiries and forwarding of messages as necessary;
3. Managing the efficient running and appearance of the Main Office;
4. Communicate with School Community (parents, teachers, students) as necessary in times of emergency and on a daily basis;
5. Translate and write email for Parents when needed;
6. Act as the first point of contact to all visitors to the school and promote a professional and positive image of the school;
7. Remain in permanent contact with the Principal and Head of Elementary and Secondary to offer administration support;
8. Update students attendance daily;
9. Prepare paperwork for students leaving HIS (transcripts, records of attendance, copies of reports, recommendations...)
10. Perform other tasks given by the Principal and HR Department.

Qualifications:

1. Excellent in English communication;
2. Outstanding organizational ability;
3. Problem-solving and conflict resolution skills;
4. Ability to use computers and education management systems;
5. Knowledge of administrative processes of schools and other language is a plus.

Please contact us through email: **dungnk0485@hisvietnam.com**

HANOI INTERNATIONAL SCHOOL

Add: 48 Lieu Giai Street, Ba Dinh District, Hanoi, Vietnam

Tel: +84 (4) 3832 8140 | Fax: +84 (4) 3832 4184 | Email: mainoffice@hisvietnam.com | www.hisvietnam.com