



## About Us

Nord Anglia Education is the world's leading premium schools organization, with campuses located across 29 countries in North America, Europe, China, Southeast Asia and the Middle East. Together, our 63 schools educate more than 63,700 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers and staff, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Every parent wants the best for their child — so do we. Nord Anglia Education schools deliver high quality, transformational education and ensure excellent academic outcomes by going beyond traditional learning. Our global scale enables us to recruit and retain world-leading teachers and to offer unforgettable experiences through global and regional events, while our engaging learning environments ensure all of our students love coming to school.

## Vacancy

### **SECONDARY ADMINISTRATION OFFICER**

- Location: Phnom Penh
- Schedule: Full-time
- Salary: Negotiation

### **KEY RESULT AREA**

- Qualified to degree level or similar
- Extensive experience of working with Microsoft packages including: Word, Excel, PowerPoint and Outlook. In particular an excellent knowledge of using contacts, mail merge, google suit and database management are essential
- Good telephone and email manner
- Excellent oral and written communication skills in Khmer and English
- Be flexible and a team player
- High levels of personal integrity.
- Excellent organisational and time-management skills
- Attention to detail
- Ability to work under pressure and remain calm
- Willingness to take on multiple tasks
- Proactive and able to prompt others to ensure deadlines are achieved
- Self-motivated and enthusiastic
- Ability to work independently
- Continually strive for improvement
- Adaptability

### **RESPONSIBILITY:**

- Manage daily administrative tasks in secondary
- Support the Deputies of Secondary in their general administration need
- Support School Counselor on administration and/or counselling arrangement
- Handling Students' examination administration (eg. Diploma, SAT, ISA etc.) and formal school transcripts
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures

- Arrange and participate in meetings, conferences, and project team activities
- Arrange and coordinate meetings and events, booking venues, equipment and refreshments
- Attend meetings and take minutes / actions
- Dealing with simple enquiries, and having the judgment to know when to pass them to more senior colleagues
- Maintain the highest levels of professionalism and confidentiality
- Other appropriate duties as allocated by members of the SLT

## Application Information

**Applications** should include a cover letter along with a photograph, updated CV with all relevant experience, along with the names and contact email addresses of at least two referees.

**Applications** should be sent to *employment@nisc.edu.kh*

**Closing date: 30 November 2019**

The school reserves the right to appoint before this deadline if the right candidate is found.

*Northbridge International School Cambodia is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.*