



About Us

Nord Anglia Education is the world's leading premium schools organization, with campuses located across 25 countries in North America, Europe, China, Southeast Asia and the Middle East. Together, our 56 schools educate more than 50,000 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

Personal Assistant to Head of Primary

- **Location: Phnom Penh**
- **Schedule: Full-time - IMMEDIATE OPENING**
- **Salary: \$350 - \$500**

Responsibilities:

- Manage daily administrative tasks
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures
- Handle demanding calendar management requiring interaction with both internal and external executives and assistants to coordinate a variety of complex executive meetings and events
- 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

Requirements

- Hold a bachelor's degree
- At least 2 years working experience in administration

- Excellence Microsoft Office skills
- Good interpersonal skills and high personality integrity
- Be patient, careful, hardworking and flexible
- Can professionally communicate in both English and Khmer - both in written and oral formats

Application Information

Applications should include a covering letter along with a photograph and updated CV with all relevant experiences.

Closing date: 17 May 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.

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