

FRONT OFFICE MANAGER (ALL GENDERS)

School Administration

Strothoff International School is a bilingual, international school. In our pedagogical concept, we follow both the Hessian education plan and the international IB curriculum. On our family-friendly and modern campus in Dreieich (near Frankfurt), we offer around 360 children and young people access to German-English language acquisition, starting in nursery, according to the immersion method. Within the framework of our international and diverse campus community, our pedagogical team in the nursery, primary school and secondary school supports our students in growing up to become independent, open-minded and globally thinking young people.

The Strothoff International School is a part of the Phorms Education SE network of bilingual schools and nurseries, that has been enriching the educational landscape in Germany since 2006.

CHARACTERISTICS

Position:
Front Office Manager
(all genders)

Phorms location:
Hesse

Contract:
part-time or full-time

Work language:
German & English

Earliest start date:
at the next possible date

Department:
School Administration

OUR BENEFITS

- Attractive compensation
- Additional Benefits (e.g. monthly ticket for public transport or Edenred City Card, comprehensive company pension schemes, relocation support, Corporate Benefits Portal)
- Five days of additional paid sick leave in the case of an ill child, and reduced rates for school or nursery fees
- Supported continuous professional development and development opportunities
- Ability to actively shape your work environment
- Trusting relationship between teachers, teaching assistants and students as well as a cooperative parent community
- Close cooperation with the management team

YOUR TASKS

- Organisation of the school office
- Processing the day-to-day business
- Processing daily correspondence in German and English
- First point of contact for teachers, parents and external service providers
- Organisation of school events
- Maintaining school administration data
- Ordering and managing office supplies

YOUR PROFILE

- Successfully completed business management training or equivalent
- Ideally first professional experience in the office or administrative area
- Organisational skills and the ability to keep an eye on many different things at the same time
- Very good written and spoken German and English skills
- Confident handling of MS Office products
- High service orientation

Bring your new ideas to life with us and apply now. Do not hesitate to contact **Patrick**, Tel.: 030/ 311 678 104.

We look forward to your application!