

Administrative Assistant

The German International School is a private school in the West of Toronto and operating as a non-profit organization. Our school has a Character Education framework that promotes love for learning in a supportive learning community. We offer an outstanding multi-lingual education in German, English and French for students in grades kindergarten to eight. We are a school with high standards for teaching and learning and the result is a fascinating educational offer that is both challenging and future orientated.

About this opportunity:

The German International School Toronto is currently seeking an energetic and highly motivated full-time Administrative Assistant to join our school management team. Reporting primarily to the Business Manager, the Administrative Assistant will deliver high-quality customer service to parents, students and staff. Candidates must be fluent in both German and English.

What you will bring:

- Exceptional communication skills in German and English (verbal and written)
- Excellent computer skills (Microsoft Office)
- Experience with WordPress, MailChimp and QuickBooks or other accounting software is an asset
- Excellent organizational and file management skills
- Ability to manage stress and work in an active, fast-paced environment
- Strong sense of the importance of confidentiality
- While showing initiative and facility to work with minimum supervision, must be a "team player"
- Willingness to be available to work some evenings and weekends at various school functions and events throughout the academic year
- Comfortable around children, knowledge/interest in educational field
- Permanent residence status, Canadian citizenship or valid work permit

Your responsibilities will include but are not limited to:

Administrative Tasks

- Provide professional customer service to both parents and students via telephone, email and in person
- Manage phone calls, daily mail and school's main email account
- Preparation and maintenance of files and student records, parents and other contact lists
- Preparation and maintenance of various sheets and forms (registration forms, participant lists, permission slips, etc.)



- Preparation and distribution of information to parents, staff & members of the school community through email and MailChimp (newsletter, general information etc.)
- Manage office inventory (office supplies, marketing material, kitchen supplies) and keep public areas clean and tidy
- Coordination of lunch programs
- Support in scheduling appointments and maintaining calendar entries for office team
- Preparation of meeting rooms, meeting documents and providing customer support
- Assist Business Manager in other duties as required

Intern Management

- Manage internship applications and provide support for work permit applications
- Preparation of internship confirmations and coordination of references

Accounting Support

- Petty Cash Management and enter payments/create sales receipts
- Data collection and preparation of quarterly invoices in consultation with the Business Manager
- Enter vendor invoices in QuickBooks and assist with general bookkeeping tasks

If you are interested in this exciting opportunity, please submit your resume and cover letter to career@gistonline.ca by **December 10, 2021**. Only candidates selected for an interview will be contacted.

We are looking forward to your application!



25 BURNHAMTHORPE RD, TORONTO, ON, M9A 1G9
PHONE: 416.922.6413
E-MAIL: ADMISSIONS@GISTONLINE.CA
WWW.GISTONLINE.CA

