

We are looking for:

Communications Administrator

Starting: August 2022

Core Responsibilities:

Intranet portal, website, mobile

- Daily data entry into our web-based portal content management system, including messaging to community constituent groups via portal landing pages and mobile app
- Maintain and update back-end file manager and content management system

Weekly newsletter

- Produce school-wide weekly Newsflash and Calendar Dates
- Identify opportunities to optimize content, format and readership

Other

- Produce content and images for BIS presence on social media platforms as needed.
- Administrative tasks in support of office projects as needed.

Qualifications required: University degree. Marketing, public relations or IT experience is advantageous. Fluency in English and German.

Working hours: 20 hours per week during school term, hours during school holidays are flexible.

Salary placement: In-house collective agreement

Our BIS job diversity:

- Personal development: strong familiarization phase and various personal development options
- Corporate culture: flat hierarchy, open-door policy and diverse international work environment
- Social benefits: BIS labour agreement with 30 days holidays plus time-off during Christmas and New Year, retirement provision, free parking spaces
- Occupational health system: modern and well-equipped workplace, social and health opportunities eg. International Day, running group and an occupational health system
- Work-Life-Balance: flexible working times

Are you interested? Please send your application and a full CV to Ms Christine Driesdow (HR-Manager) at recruiting@bonn-is.de. Any further questions? You can contact our BIS HR-Team under 0228 – 308 54 220.