



Admissions Officer (m/f/d)

part-time (75-80%) – effective 1 June 2019

Bonn International School (BIS) is an independent, nonprofit association, (e.V. eingetragener gemeinnütziger Verein) governed by a Board of Trustees. As an International Baccalaureate World School, BIS offers an English language education for children aged 3-18. This school year, 730 students, from 75+ nations, attend BIS. Our international staff consists of 140 colleagues (teachers and administrative staff). As an experienced institution, we focus on a global mindset, creativity and innovation.

The Admission Officer is a part-time position as part of our Admissions team, reporting to the Admissions Manager. The Admissions Officer supports all administrative aspects of the Admissions Office in alignment with our organizational goals.

The Admissions Office is a highly visible department within our organization. The school expects the Admissions Officer to represent our school to all internal and external stakeholders by adhering to and displaying the highest professional standards.

We seek a team player, who successfully liaises with colleagues and can handle confidential information with due professional care!

Areas of responsibility:

- Administrative support within the Admissions Office
- Communication with prospective and current parents, students and staff members
- Representing the school to clients
- Database management, document management and archiving
- Correspondence with local school authorities
- Other clerical duties



Bonn International School e.V.

Board Chair: Silje Skogstad | Director: Patricia Baier | Martin-Luther-King-Str. 14, 53175 Bonn, Germany T: +49 (0) 228 - 30854 0 | F: +49 (0) 228 - 30854 350 | info@bonn-is.de | www.bonn-is.de

German Association Number 4862 | USt-ID: DE268823417

Commerzbank Bonn | IBAN DE15 3804 0007 0386 4444 00 | SWIFT-BIC COBA DE FF XXX



Admissions Officer (part-time)



Your qualifications and skills:

- University degree or equivalent
- Fluent oral and written communication skills in English and German
- Experience in working in a multicultural environment, sales or educational institutions
- Advanced knowledge of Microsoft Office software
- Outstanding time management skills
- Excellent customer service attitude
- Excellent administrative skills
- Strong work ethic
- Interest in international education and the IB curriculum
- Flexible, problem solving approach
- Team player

Our BIS job diversity:

- **Personal development:** strong induction 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 additional 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, running group and an occupational health system
- **Work-Life-Balance:** flexible working hours

This part-time position (75-80%) is limited for 2-years with a possibility to attain an unlimited contract after this period.

Are you interested? Visit our website: www.bonn-is.de. We look forward to your application: recruiting@bonn-is.de.

If you have any questions, please contact our HR-team Christine Driesdow or Susanna Guzzo, Phone: 0228 308 54 220.



Bonn International School e.V.

Board Chair: Silje Skogstad | Director: Patricia Baier | Martin-Luther-King-Str. 14, 53175 Bonn, Germany T: +49 (0) 228 - 30854 0 | F: +49 (0) 228 - 30854 350 | info@bonn-is.de | www.bonn-is.de

German Association Number 4862 | USt-ID: DE268823417

Commerzbank Bonn | IBAN DE15 3804 0007 0386 4444 00 | SWIFT-BIC COBA DE FF XXX

