

Receptionist and Administrative Assistant

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Company: Inspired Education Group

Location: Brussels

Category: other-general

Inspired Education is the leading global group of premium schools, with a portfolio of over 100 premium private schools spanning six continents which utilise proven educational practices from every corner of the globe, ensuring over 80,000 students receive a world-class learning experience from Kindergarten to Year 13. In addition, we are delighted to be recognised in the top 10 highest value private companies in the UK by Beauhurst.

In over 24 countries, Inspired schools are individually developed and anchored in the vibrant cultures of their respective locations. They collectively form an international family of schools that nurtures each student's academic and personal development in a progressive, dynamic, and innovative learning environment.

By joining our award-winning team of over 12,000 employees, you can work in state-of-the-art facilities alongside industry-renowned educators and leaders in some of the world's most desirable locations. We invest heavily in our team members who enjoy industry-leading professional development, exceptional career opportunities, and mobility across our group.

ROLE SUMMARY:

Founded in 1964, St. John's International School is a private, non-profit educational institution. We are an IB continuum school committed to excellence in education through inquiry-based, child-centered teaching and learning. We are accredited by the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools (MSA).

Circa 500 students from more than 60 countries pursue a challenging academic curriculum that includes an emphasis on development in athletics and the arts, all within the context of the ethos and values that make St. John's unique.

The highly educated, qualified and dedicated international teaching faculty makes the difference for the students at St. John's. Among more than 15 nationalities represented, approximately quarter each hail from the UK, the US, Belgium and the rest of the world. More than 50% of the faculty holds advanced degrees.

English is the language of instruction throughout the school. French is taught in all grades from kindergarten at foreign language and native speaker levels. Spanish, German and Dutch are offered as world languages from Grade 8 onwards. A dual language programme in English and French is offered as an option from grades Pre-K through Grade 5. Self-taught mother tongue languages are also offered in Grades 9 to 12.

The school is situated in a pleasant residential part of French-speaking Waterloo, within easy walking distance of local shops and amenities. Waterloo and the surrounding area offer a great way of life whether you are joining solo or with your family. The centre of Brussels is easily reached by car or tram. This world city offers all of the cultural, economic and other attractions of a political capital.

OVERVIEW:

We are seeking a dynamic and organized individual to fill the position of Receptionist and Administrative Assistant at our St John's international school. The ideal candidate will be the first point of contact for visitors, parents, and staff, and will provide administrative assistance to the Finance & Administration department within the school.

This role requires excellent communication skills, attention to detail, and the ability to multitask effectively in a fast-paced environment.

This position offers an exciting opportunity to join a dynamic international school community and contribute to its success.

We offer an excellent package to members of staff, a comprehensive induction programme and a very warm welcome to St. John's in what we trust will be a long and happy career with us!

KEY RESPONSIBILITIES:

Responsibilities:

Greet visitors and parents in a professional and courteous manner – process to the security obligations (cards/door opening, etc)

Answer and direct incoming calls to the appropriate personnel.

Manage the reception area, ensuring it is clean, organized, and welcoming.

Maintain the school's database of visitors and ensure compliance with security protocols.

Assist with administrative tasks such as filing, photocopying, office supplies deliverance based on PO, and data entry.

Coordinate appointments and meetings for staff members as needed.

Handle incoming and outgoing mail and deliveries.

Assist with the organization of school events and activities.

Provide support to admissions, finance, and administration.

Assist with translation and interpretation tasks as required.

Perform general office duties to support the smooth operation of the school

THE IDEAL CANDIDATE WILL HAVE:

-A high school diploma or equivalent; additional education in administration or related field is a plus.

-Proven experience in a receptionist or administrative support role, preferably in an educational or international environment.

-Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

-Excellent communication skills in English and French, both verbal and written.

-Strong organizational and multitasking abilities.

-Ability to work independently and as part of a team.

-Fluency in multiple languages is an advantage.

SAFEGUARDING STATEMENT

Inspired Education Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practices and pre-employment background checks will be undertaken before any appointment is confirmed.

Visit our careers site for more information; <https://jobs.inspirededu.com>

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