

"European School" LLC announces a vacancy for the position of Administrative Assistant

About the school:

The European School is an international CIS accredited school that offers its students various educational programs - kindergarten, Georgian program, IB (PYP / MYP / DP) and American high school.

Working Conditions:

- Work in office
- Standard working week – five days per week

Working Hours: 09:00am -17: 00pm

Break: 30 minutes

Working Days: From Monday to Friday

Work Address: European School, 2 I. Skhirtladze Street, Tbilisi, Georgia.

Company: European School

Job Overview: We are seeking a highly organized and efficient Administrative Assistant to join our team. The ideal candidate will be a proactive problem solver with excellent communication skills and a strong attention to detail. As an Administrative Assistant, you will play a vital role in supporting the daily operations of our organization, ensuring smooth workflow, and contributing to our overall success.

Key Responsibilities:

- Answer and direct phone calls and emails in a professional manner.
- Draft, edit, and proofread documents, reports, and correspondence.
- Distribute incoming and outgoing mail and packages.
- Schedule appointments and meetings for staff members.
- Manage executive calendars, ensuring timely reminders and updates.
- Maintain accurate and organized electronic and physical records.
- Input data into spreadsheets, databases, and other systems as required.
- Assist in preparing meeting agendas, materials, and presentations.
- Provide administrative support to executives and managers as needed.
- Retrieve and provide documents upon request.
- Help students register for tests, application portals, and online webinars
- Work with students and parents to assist in filling out application forms.
- Assist in organizing the annual career fair.

Qualifications:

- High school diploma or equivalent; associate's degree or relevant certification is a plus.
- Proven experience as an Administrative Assistant or in a similar role is a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong written and verbal communication skills.
- Excellent time management and organizational abilities.
- Ability to handle multiple tasks and prioritize effectively.
- Basic knowledge of office equipment and technology.
- Strong problem-solving skills and attention to detail.
- Positive attitude, adaptability, and a willingness to learn.

Benefits:

- Competitive salary
- Health insurance
- Retirement savings plan
- Paid time holidays
- Professional development opportunities
- A supportive and collaborative work environment

If you are interested, send your resume (CV) to the e-mail address:

vacancy@europeanschool.ge Please indicate the title of the vacancy in the subject field of the e-mail, otherwise your resume will not be considered.

By sending data on the mentioned vacancy, you confirm that you agree to the company collecting, processing and storing the submitted information (cv) within the framework of the "Law on Personal Data Protection" in order to conduct the necessary procedures for your employment. Personal data will be used only for the stated purpose and will not be transferred to a third party without your consent.

good luck!