

Admissions Administrator

Full-time (40 hours/week)

Immediate



The GESS has strong European foundations and believes in developing confident, forward-looking students through a celebration of respect, openness and inclusiveness. GESS is recognised for its languages and offers a choice between two main curricula: the German Abitur or the English-speaking International Baccalaureate (IB) programme. The school caters to students of all ages, starting from 18 months to graduation at 18 years. GESS is a private school association led by an elected committee and the school management. Currently, more than 300 full and part-time staff are employed at the school. A new purpose-built campus with brand new facilities will open in August, 2018 at Dairy Farm Road.

Role: A key administrative position managing and processing new student applications

- This will involve a mixture of email / telephone and face-to-face communication with parents and liaising with Academic departments.
- You will work independently to manage student applications and ensure that applications are processed in a timely manner.

Responsibilities:

- Manage new student applications
- Complete student applications within stipulated timeframes
- Contact parents in a timely and professional manner
- Student enrolment follow up with families
- Answer admissions hotline
- Administer student database
- Assist with school promotional events
- Provide cover within the Admissions department

Requirements:

- Previous administration experience ideally with customer facing experience
- Proficient in German spoken and written language
- Good command of English language, both written and spoken
- Ability to converse in third language is desirable
- Excellent computer skills (MS Word, Excel, Outlook, Database/CRM systems)
- Meticulous, highly organized with pro-active attitude
- Experience in handling and liaising with parents and/or children
- Able to work during school holidays

We offer an exciting working environment in an international and cooperative team. Your application should include a letter of application, your complete resume, salary expectations and a recent photo. Please indicate your reasons for applying for the position. Submit your application via our Careers Page at www.gess.hbcareers.com. Please note, that only shortlisted candidates will be notified. The School reserves the right to appoint prior to the application deadline.

Our students are our most valuable assets. As any professional international school, GESS has a Child Protection Policy. Our recruitment process reflects this policy in that we ask for a police clearance check and further background checks for shortlisted candidates.

Human Resources

German European School Singapore

72 Bukit Tinggi Road, Singapore 289760 | +65 6469 1131 | Fax: +65 6469 0308 | www.gess.sg