

## Executive Administrative Assistant

The position is based at the International School of Paris in the 16th arrondissement of Paris.

The position is full-time (35 hours a week) for a fixed-term contract starting March 11, 2024 up until September 15, 2024. Interested candidates should send a resume/CV and a letter of application outlining suitability and fit for the position, along with details of three professional referees including email addresses, to [jobs@isparis.net](mailto:jobs@isparis.net) by January 15, 2024.

A minimum of one reference from your current or most recent employer is a mandatory requirement in addition to two additional references.

Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

Please note that ISP reserves the right to close any vacancy earlier than the application deadline, should an appointment be made before the closing date.

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## Executive Administrative Assistant

The Executive Administrative Assistant works closely with the ISP Board of Trustees, the Head of School and the School Leadership Team.

The Executive Administrative Assistant is tasked to:

- Provide support to the Board of Trustees, the Head of School, and the Senior Leadership Team (where directed by the Head of school), creating presentations, speeches and providing communication support.
- Support the Board of Trustees, Head of School and School Leadership Team in the advancement of the school's strategic plan.
- Prepare, compile and send agendas, meeting invitations and all support materials for the Board of Trustees and on behalf of the Head of School
- Take notes at Board meetings and Board Committee meetings, record all matters which the Board considers action items.
- Prepare, check, and minutes in advance of Board and Board committees meetings, in English and/or French as required.
- Support the Board and the Head of School in organizing events and meetings for staff, the greater school community and external contacts.



- Execute logistical arrangements (transport, conference and hotel bookings, reimbursement etc) associated with the travel of Board members, the Head of School and their specially invited guests.
- Liaise with external suppliers to arrange meetings at school or externally (including selection of date and time, securing the venue, sourcing refreshments)
- Collaborate with the Advancement and Engagement Team with the planning and execution of various special events and projects to market and bring greater exposure to the school, and provide administrative assistance to the Team during busy periods as directed by the Head of School.
- Collect, consolidate and communicate information, data and documents regarding the accreditation process.
- Support with the logistical arrangements associated with the accreditation process and team's visit.
- Assist with the transition planning and related actions for a new Head of School including the current Head's departure and incoming Head's onboarding.
- Assist with the secrétariat juridique.
- Provide any other general administrative support, as directed by the Head of School or Board of Trustees in collaboration with the Head of School.

**The Successful candidate will:**

- Hold a high school diploma or equivalent.
- Ideally have substantial and proven experience as Administrative Assistant.
- Have excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality.
- A good level of computer and internet skills.
- Familiarity with Google Suite.
- Have excellent organisational skills and ability to prioritise workload.
- Have excellent interpersonal and communication skills both in French and in English: in person, telephone and written.