



郑州郑东新区西亚斯外籍人员子女学校

SIAS INTERNATIONAL SCHOOL OF ZHENGDONG NEW DISTRICT, ZHENGZHOU

Administrative Intern Job Description

Department: Operations Department

Term of Employment: One year

Band: Administrative Intern

Reporting Accountability: Operations Manager

Scope of Responsibility:

1.Accommodation Management for Foreign Teachers and Local Staff:

- Assist in coordinating and managing accommodation for staff.
- Act as the point of contact for teacher-related accommodation inquiries and issues.
- Ensure accommodation facilities are well-maintained and promptly address any maintenance or logistical issues.
- Assist teachers with check-in and check-out procedures.

2.Administrative Support:

- Coordinate with team members to collect, compile, and organize required data and reports.
- Maintain accurate and up-to-date records of supplies and other administrative materials.

3.Communication and Coordination:

- Communicate effectively with faculty and staff, as well as other stakeholders, regarding accommodation and administrative needs.
- Serve as the customer service point for the operations department.

4.Documentation and Reporting:

- Maintain records related to accommodation arrangements, departmental inventory, and other administrative tasks.
- Assist in preparing reports and summaries as needed by full-time staff or management.

5.Operational Support:

- Assist in executing any operational procedures related to accommodation and administrative tasks.
- Support full-time staff to ensure all administrative functions are carried out efficiently and effectively.

Location 地址

Longhu Middle Ring Road and Chaoyang Road Intersection, Zhengdong New District, Zhengzhou City, Henan Province, China
中国河南省郑州市郑东新区龙湖中环路与朝阳路交叉口

 +86-371-88908999

 admissions@siasinternationalschool.org

 www.siasinternationalschool.org



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Comply with the code of conduct in the child protection policy and the code of conduct for non-smoking in the operational areas of the school district, etc.

Qualifications Required:

1. **Bachelor's Degree or Higher:** Must have a bachelor's degree or higher.
2. **Proficiency in English:** Skilled in listening, speaking, reading, and writing in English.
3. **Strong Communication and Organizational Skills:** Possess strong verbal communication, coordination, organizational skills, and the ability to write various types of reports.
4. **Familiarity with Office Software:** Proficient in using office software such as Word and Excel.
5. **High Responsibility and Attention to Detail:** Responsible, meticulous, hardworking, and enthusiastic about the work. Ensure thoroughness and confidentiality in tasks, and maintain a good personal appearance and demeanor.

Sias International School is committed to protecting all children and young people from harm.

行政实习生岗位描述

部门：运营部

合同期限：1 年

汇报上级：运营经理

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职责描述:

1、外籍教师住宿和本地员工校内住宿管理:

- 协助协调和管理工作人员的住宿。
- 作为教师相关住宿咨询和问题的联络人。
- 确保住宿设施得到良好维护,并及时解决任何维护或后勤问题。
- 协助教师办理入住和退房手续。

2、行政支持:

- 与团队成员协调,收集、汇编和组织所需的数据和报告。
- 保持准确和最新的供应品和其他行政材料记录。

3、沟通与协调:

- 就住宿和行政需求与教职员工和其他利益相关者进行有效沟通。
- 担任运营部门的客户服务点。

4、文件和报告:

- 维护与住宿安排、部门库存和其他行政任务相关的记录。
- 根据全职员工或管理层的需要,协助准备报告和总结。

5、运营支持:

- 协助执行与住宿和行政任务相关的任何操作程序。
- 支持全职员工确保所有行政职能得到高效和有效的执行。

遵守儿童保护政策中的行为准则与校区运行区域禁烟行为准则等。

岗位要求:

- 1、本科及以上学历;
- 2、熟练的英语听说读书能力;
- 3、具有较强的口头表达能力、协调、组织能力和撰写各类行文报告能力;

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4、熟悉办公软件 Word、Excel 等操作；

5、责任心强，细心，吃苦耐劳，对工作有热情，保证工作的细致性和保密性，形象气质佳。

西亚斯外籍人员子女学校致力于保护所有儿童和青少年免受伤害。

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