

Administrative support to the International department



Epsom Girls Grammar School

This is a part time position (15 hours per week) supporting the international administrator and Director with administrative tasks.

It involves:

- Processing application forms
- Leasing with agents
- Maintaining accurate records and files
- Supporting the International Director in preparing marketing collateral from overseas trips
- Knowledge of legal framework in which to handle personal and confidential information

We require someone who has:

- Excellent Written and spoken English
- Excellent time management, organisation, skills and computer literacy
- Computer literacy to an advanced level on word processing, data base and spreadsheet use
- A systematic approach to task and attention to detail within set time frames
- Proven ability to plan and meet deadlines

Applications close on 11th of October 2019

Applicants are required to use the school application form, which is available together with the job description from the PA to the Principal, Silver Road, Epsom, Auckland or email lstrachan@eggs.school.nz

Please send the completed application form, a copy of your CV, a cover letter and the names of three referees who may be contacted to: lstrachan@eggs.school.nz