

Administrative Team Member (m/w/d):

BCS Kindergarten & Preschool is a large cosmopolitan kindergarten and preschool located in the heart of Berlin Mitte. BCS Kindergarten & Preschool is a diverse multinational community of 320 learners 1-6 years of age. The Berlin Cosmopolitan School mission is to foster international-minded, academically successful, and balanced lifelong learners. We achieve this through inquiry-based learning, innovative teaching, and community involvement; inspiring positive change in our diverse and dynamic world.

Field of work: Kindergarten and Preschool of EBS Europäische Bildungstiftung gGmbH

Working hours: 40 hours per week. Open to part-time applicants with a minimum of 30 hours per week.

Objectives:

- Ensuring proper clerical protocols concerning planning, cleaning, security, work safety and administrative tasks regarding reception areas
- Ensuring a positive communication framework with management, heads, colleagues, parents, children, kitchen team, cleaning team, and all BCS stakeholders
- Support the CEO and heads in reception issues that arise
- Embodying the quality policy and the mission and vision statements of the BCS

Ideal Professional Qualifications:

- Completed relevant training or studies regarding reception management
- Professional experience in an educational institution
- Additional qualification(s) with occupational safety
- Experience in high-profile international institutions
- Profound knowledge of MS-Office

Your Tasks and Responsibilities:

- Responding to general Telephone/Email service for the kindergarten and preschool
- Create and manage children's files (Office)
- Representative for the front office
- Assistance in the back office
- Completion of correspondence and feedback
- Preparation of reports, statements and security concepts

- Reviewing and evaluating specialist information, including legislation, and possibly conducting smaller research
- Entrance management (welcome, reception and cleaning)
- Reporting issues occurring during the working period, which impair the operation
- Control and planning of timely opening and closing of doors and entrances.
- Distribution/record keeping of parent transponders
- Timely completion of assigned official duties
- Lost and found items management

Your Qualities and Skills:

- Shows a high level of physical and emotional resilience
- Poise and patience
- Customer-oriented, friendly and confident appearance
- Positive attitude to work with parents, children and employees and interest in intercultural work
- Flexible, independent and creative work
- Communication skills with intercultural competence
- Ability to assume responsibility with and without direct supervision
- Self-motivated and committed towards work
- Teamwork
- Conflict management skills
- Organizational skills
- Ability to continuously learn with the support of management, heads, colleagues and by self-study.
- B2 in English and German languages, other languages are an advantage

We Offer:

- Company pension plan
- Possible allowance for BVG ticket after probationary period
- Voucher card after the probationary period
- Dynamic international team
- 30 days of paid vacation per year
- Employee events
- Development opportunities
- Internal and external training

Direct superiors:

- Management
- Heads of Kindergarten and Preschool

On equal terms with:

- Other employees in the facility

Authorized to issue directives to:

- Office interns

Contact:

If this job interests you, please submit the following documents:

- Letter of motivation
- Tabular curriculum vitae
- Proof of professional qualification
- Employment references

Please send your application with the keyword
"Administration" by email to jobs@cosmopolitanschool.de