

Admissions Assistant (m/f/d)

Are you ready to support families as they join an international school community? Become part of the Berlin Cosmopolitan School (BCS), an international, nonprofit educational institution with campuses in central Berlin and on Lake Müggelsee. With over 820 students and 170 staff members from more than 45 countries, we are looking for a dedicated individual who can support our Admissions department with organizational skills, strong communication abilities, and a professional demeanor.

About BCS

At BCS, teaching is an exhilarating journey where every day brings new opportunities to make a difference. Founded in 2004, our school has grown from a kindergarten and pre-school to include a primary school (since 2007) and a secondary school (since 2009). Here, innovation, inclusivity, and fun merge to create an inspiring educational environment.

Work hours: 40 hours per week.

Your Role:

In this position, you will support interested families from the first point of contact through to successful admission to Berlin Cosmopolitan School. You will support and coordinate the entire application and admissions process and work closely with the Admissions Director as well as other internal departments.

Your Responsibilities:

- Supporting families throughout the entire admissions process
- Handling enquiries and applications from interested families
- Reviewing application documents for completeness and following up on missing documents
- Coordinating appointments for admissions interviews, assessments and trial days
- Managing the online admissions portal (including the backend system)
- Preparing and coordinating contract documents
- Maintaining and updating status lists
- Working closely with the Finance Department and Administration
- Supporting Open Classrooms and other admissions activities

- Ensuring professional, friendly and service-oriented communication with families
- Handling personal data and documents confidentially

Your Profile:

- Completed commercial vocational training, university degree or comparable qualification
- Professional experience in administration, admissions, education, customer service or a comparable field
- Very good written and spoken German and English
- Strong organisational and communication skills
- Confident use of MS Office and digital systems or databases
- Structured, careful and independent way of working
- High level of service orientation and a professional manner
- Enjoyment of working with families from different cultural and international backgrounds

Work location: Berlin

What We Offer

At BCS, we provide an environment where you can thrive both professionally and personally. Enjoy benefits such as:

- **A Dynamic International Team:** Collaborate with passionate professionals from around the globe.
- **Delicious, Freshly Cooked Lunches:** Enjoy meals at a highly subsidized rate.
- **Convenient Public Transport:** Receive a monthly public travel ticket (up to €49) from day one.
- **Financial Security:** Access an employer-funded company pension after two years, with deferred compensation available from the start.
- **Continuous Professional Growth:** Benefit from further education and training opportunities, including Erasmus+.
- **Extra Perks:** Enjoy a monthly shopping voucher card worth €50 after your 6-month trial period and a subsidy for an Urban Sports membership.

- **Health & Wellness:** Enjoy a subsidy for Urban Sports membership from day one.
- **Rest and flexible working:** With flexible working hours, flextime, 30 days of annual leave and the option of sabbatical, you can achieve a healthy balance between your personal and professional life.
- **Central location:** We are located in the heart of Berlin with excellent public transport connections.

Contact

If you are interested in this position, please submit the following documents:

- CV in tabular format
- Proof of professional qualification
- Employment references

Please send your application by email with the reference **"Admissions Assistant"** to impson@cosmopolitanschool.de

Join us at BCS and be the spark that lights up a world of adventure and learning!