



**You wish to be a part of a dynamic team, dedicated to the education of children? La Petite Ecole Ho Chi Minh, bilingual school in French & English, for children aged 1 to 9 years, is looking for a part-time Administrative Assistant, fully bilingual in French & English. Contract starting from January 2019.**

This position consists in:

- Handling any general admin task related to the School;
- Handling the communication between the school and the outside (answering the phone, informing parents via our newsletter, our blog, our facebook page, etc);
- Presenting the school to future parents;
- Writing documents in French and English, such as emails, presentations, meeting reports;
- Organising school outings;
- Organising school events;
- Participating in some of the team meetings and school councils;
- Supervising extra-curricular activities and holiday camps;
- Occasionally supervising renovation work;
- Helping the School Director with recruitment: sorting out and classifying documents, arranging interviews and follow-ups;
- Reporting to the Director and the Management.

Skills and general behaviour requirements for this position:

- Must demonstrate excellent communication skills in both French and English is an absolute must;
- Must have at least a Master Degree (required to obtain a work visa);
- Must know how to prioritise and be highly responsive;
- Self-motivated and a good team worker;
- Adaptability and flexibility;
- Computer literate and able proficient in the use of common software (Word, Excel, PowerPoint....);
- Take initiatives and make suggestions.

Working hours: Monday to Friday, from 8am to 12pm

Should you feel like your profile corresponds to what we are looking for, please submit your cv and a cover letter to [contact.hochiminh@lapetiteecole.asia](mailto:contact.hochiminh@lapetiteecole.asia).