

JOB SHEET | Administration and Communication Assistant (full time)

We are looking for a fully bilingual Administration and Communication Assistant to start work in the summer of 2021 (date to be determined). Must have excellent communication skills in both French and English.

- 1- Be the first point of contact to families of La Petite Ecole: answering emails, sending information to prospects, handling the onboarding process for new families, calling parents whenever necessary, etc.;
- 2- Close follow-up of invoice payments from the families/companies;
- 3- Close follow-up of extracurricular and canteen invoices from our partners;
- 4- Carry out visits for prospects interested by La Petite Ecole;
- 5- Follow-up staff absences and organise and record relief staff schedule whenever needed, in coordination with the School Director;
- 6- Support the admin team in buying/ordering pedagogical material and equipment for the School, if needed;
- 7- Translate simple information in French or English: emails to families, publications on our private platform, minutes of school councils and meetings, etc.;
- 8- Help draft communication to families (i.e. general information, respond to complaint, etc.), presentation slides;
- 9- Look for business partners / suppliers and liaise with them. Overlook the whole process from negotiations to contract drafting and report to the Director in every step along the way.
- 10- Look for potential sponsors (events, outings, exchanges...); negotiate and liaise with them before reporting to the Director and Communication Manager;
- 11- Follow up and renew memberships whenever necessary (i.e.: Franco-Thai Chamber of Commerce...);
- 12- Attend networking events on a regular basis and represent La Petite Ecole, in a professional manner;

13- Help prepare external communication:

- Brainstorm, suggest and plan future communication on social media;
- Select and prepare pictures for web or print use;
- Take pictures and short videos according to the instructions received;
- Synthesize information;
- Search for content (i.e. articles, visuals, videos);
- Write own content for Facebook, and any other content to pass on to the Communication Manager;

14- Write articles in French and English, for our blog and for marketing partners;

15- Respond to private messages on Facebook (i.e. enquiries regarding enrollment);

16- Keep a lookout on social media, surveillance;

17- Create visuals for internal use, according to our Corporate Identity Guidelines, and seek approval before publishing (i.e. to communicate about the school's holiday camps, or about an outing);

18- Report regularly to the School Director and to the Management.