

## **JERUDONG INTERNATIONAL SCHOOL(JIS)**

### **VACANCIES: FURTHER DETAILS**

#### **ASSISTANT REGISTRAR**

The successful candidate will be responsible for assisting with enrolment of students to the school and will hold specific duties for the administration of the Student Pass, coordinating submission of publications (such as the Yearbook) and assist with developing the school's website.

Requirements:

- Previous experience dealing with the public in a customer-oriented environment;
- A high level of written and spoken English language proficiency (an ability to speak either Malay or Chinese is also an advantage);
- Advanced ICT skills and/or willingness to be trained in this area;
- An ability to work to deadlines in a busy office environment
- Initiative and an ability to balance a wide variety of tasks.

#### **ADMINISTRATIVE ASSISTANT**

The successful candidate will provide administrative assistance in the Boarding house reception. Duties will include secretarial duties, assisting in the supervision of young boarders when they are off school, liaising with pupils, parents, teachers, government departments effectively. She will be required to work 5½ days (including Saturday mornings). A clean valid driving licence would be an advantage.

Requirements:

- Good command of An ability to work independently and proactively
- Trustworthy, loyal punctual and hardworking
- A high level of written and spoken English language proficiency (an ability to speak either Malay or Chinese is also an advantage);
- Advanced ICT skills
- Willingness to become first aid trained.