

The RIS Swiss Section – Deutschsprachige Schule Bangkok is recognized by Switzerland and Germany as a supported school abroad with around 270 students from over 20 different nations and 45 teachers. The teaching is based on the school's own curriculum, which is based on the Lucerne and Thuringian curricula. The teaching program covers the entire range from pre-kindergarten to the bilingual Swiss Matura (German-English). In the primary school there is also an English profile from kindergarten to 6th grade.

Open from this date, we are looking for:

An employee for administration and reception

Tasks:

- Personal contact with parents, students, authorities and other partners via phone, email and letters
- English / German / Thai correspondence and translations
- Management of databases
- Creating reports, statistics, analyses and presentations
- Order / purchase of school materials
- Assistance in accounting and general organization of the school

Requirements:

- Professional experience
- Good oral and written command of German, English and Thai language
- Bachelor's degree or equivalent
- Good IT skills (MS Word / Excel / PowerPoint), knowledge of MS Access would be advantage
- Willingness to quickly familiarize oneself with school and educational topics
- Independence, flexibility, commitment (partly even outside of normal working hours)

For more information, please visit our website at www.ris-swiss-section.org. Your CV with cover letter, photo, diplomas, work certificates and references should be sent to applications@ris-swiss-section.org until **November 15th, 2017** by email. For further information please contact the Head of Administration, Ms Uraiwan Sethakul, by phone or email (uraiwan.s@ris-swiss-section.org).

AFFILIATED WITH RIS 

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