

Early Childhood Center - Director's Assistant

Support all the processes of the area or division. Responsible for reviewing and maintaining the databases and files of the office organized and updated. Administers the office by facilitating and coordinating the general activities.

Education and Certification Requirements:

- High School diploma or Associates degree
- Preferable Bachelor's degree in administrative areas.
- Bilingual, Spanish & English.
- Knowledge in the use of Microsoft and Mac Systems.

Qualifications and previous experience required:

- 2 years experience in a similar position
- Knowledge in the use of administrative/academic platforms such as: PowerSchool, Google calendar, Gmail, Naviance College, Atlas Rubicon, SAP, etc.
- Basic knowledge in the use of copy, printing machines.
- Budget control and creation of executive presentations.
- Ability to positively relate with other people, coordinate and work in teams.
- Problem solving skills related to the office operation
- Organized, responsible and careful of details.
- Oral and verbal communication skills in Spanish & English.
- Supervises the access of legal documents and information in the area according to the protocol and privacy policies.
- Strategic thinking.
- Customer Service oriented to the Area/Division needs.

Duties and responsibilities:

- Support the Head/Director and carefully manage his/her agenda.
- Prepare purchase orders and payment vouchers of materials and services requested by the area.
- Identify and report maintenance needs for area/division spaces.
- Coordinate and give logistic support to the meetings/events of his/her area. (Spaces/rooms, furniture, equipment, meals, materials, etc.)
- Generate lists and programs related to his/her area.
- Supervise and control the proper use of the office's equipment and materials.

The American School Foundation, A.C.

Bondojito 215. Col. Las Américas. México D.F. 01120.

Phone: (5255) 5227-4900 / Fax: (5255) 5273-4357

www.asf.edu.mx



- Make and answer the office phone calls, emails and requests trying to solve any particular situations that might arise.
- Create informational statistical reports of the area.
- Administrate, update and backup the databases of the area/division.
- Assist in the updating of the areas' calendar.
- Prepare informational packets.
- Coordinate the reception and distribution of documents/materials for the area/division.
- Prepare and distribute incident reports and attendance forms periodically
- Supervise the administrative assistant C, clerks and maintenance staff in the area/division if applicable.
- Responsible of the lost and found closet of the area/division if applicable.
- Coordinate the substitutes and/or temporary personnel of the area/division.
- Supervise the receipt, deliver and filing of legal documents in the area/division.
- Organize and file area/division documents.
- Deliver and receive messages of other areas/divisions and staff.
- Take the minutes of meetings of his/her immediate supervisor when requested.
- Accomplish tasks in a timely manner any other activity requested by the immediate supervisor.
- Make sure there is a backup function to cover the position in case of absences.
- Activities mentioned in this job description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division

Supervises: Assistant, Clerks, Maintenance Staff.

Reports to and Evaluated by: Head of School/Director, shall be evaluated annually according to procedures established by school policy.

Application Procedure: Interested candidates should 1) Apply online at <http://solutions.asf.edu.mx/application>
2) send your CV, 3) send a copy of your degree / certificate of studies and documentation requested online.
Please send the documentation in PDF format as an attached document.

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