

The Franconian International School (FIS) in Erlangen, located in southern Germany, serves primarily the international community of the Metropolitan Region of Nuremberg and educates students in an international environment according to high academic standards. It provides an atmosphere respectful of diverse cultures and promotes responsible global citizenship. The school is committed to promoting international and intercultural experiences for its students. The students at the FIS come from over 40 different nations.

The FIS is looking for an

Administrative Assistant

Part-time position (15-20 hours/week)
Starting immediately

Date of issue: February 14, 2019

The position:

Due to various reasons (sickness, internal events, Professional Development, etc.), there is a regular need for substitution of lessons. At the FIS, every lesson is covered and your responsibility is to schedule internal and external substitute teachers accordingly. As there are planned and unplanned absences, forward-thinking skills and a result-driven working style are essential to cope with challenging and complex situations on a daily basis.

The successful candidate will meet the following criteria:

- Availability for an early morning start (7 am)
- Strong organizational skills
- Problem-solving skills
- Friendly and stress-resistant personality
- Team player
- Experience in an international environment is an advantage
- Excellent professional command of English, good German skills
- Valid work permit

What we offer:

- An exciting position in an international, friendly and open working atmosphere
- A modern workplace with excellent resources
- Competitive salary, contributions towards pension scheme
- Opportunity to learn and grow as a professional
- School holidays
- Initial 2-year contract

Please send your application documents along with the relevant credentials and certificates via email to: jobs@the-fis.de.

Franconian International School | Human Resources | Marie-Curie-Str. 2 | 91052 Erlangen