

RIS Swiss Section – Deutschsprachige Schule Bangkok is recognised by Switzerland and Germany as a government-approved school abroad, with students and teachers from different nationalities. The teaching program covers the entire range from pre-kindergarten to the bilingual Swiss Matura, with around 300 students and 45 teachers.

For an **immediate start or asap**, we are looking for:

## Reception and Student Support

Tasks:

- Personal contact with parents, students, authorities and other partners via phone, email and letters
- English / German / Thai correspondence
- Support the extracurricular coordination
- Issue all documents concerning students
- Coordination with other administrative department (clinic, canteen, school bus)
- Assistance in accounting and general organisation of the school

Requirements:

- Thai national
- Ideally, several years of professional experience
- Very good oral and written command of German, English and Thai language
- Bachelor's degree - ideally with a focus on public management or administration
- Excellent computer literacy (MS365)
- Willingness to quickly familiarise with school and educational topics
- Independence, good problem-solving skills
- Commitment (partly even outside of normal working hours)
- Team player and excellent communication skills
- Good perception, flexibility and excellent organisational skills, with an ability to prioritise important projects

We offer an exciting international working environment in a motivated administration team with a competitive salary.

For more information, please visit our website at [www.ris-swiss-section.org](http://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](mailto:applications@ris-swiss-section.org) by **15 March 2024**. For further information, please email the Head of Administration, Mrs Patrizia Aydin ([p.aydin@ris-swiss-section.org](mailto:p.aydin@ris-swiss-section.org)).

AFFILIATED WITH RIS 

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