

St Joseph's Institution International School Malaysia

Title	Admin Executive
Reports to	Bursar
Department	Central Administration

Responsibilities

- To handle and arrange students transport
- To liaise with teacher on transport arrangement for school activities and trips
- Handling incoming and outgoing mails/correspondence with parent, student and teacher on related issues
- Assist in Registration and Enrolment of Students for Curricular activities
- Coordinate the office activities and school events to assist the Director of Marketing
- Coordinating events such as Open Days, School Fairs, Sport Day, Parent's Conferences etc
- Assist in purchasing, either directly or through a purchasing group, all goods and services for the school
- Develop and carry out an efficient documentation and filing system
- Assist in editing School newsletters and organizing photographs for publication
- To assist in any ad-hoc task assigned by management

Job Requirements:

- Possess Degree in Business Administration, Degree in Mass Communication or equivalent
- Minimum 5 years related working experience
- Good interpersonal skills, able to work under pressure, multi-tasking and good communications skills
- Willing to work beyond the normal working hours if and when required