



A diverse community of learners, committed to fostering compassionate, confident and socially responsible individuals who thrive in the world.
Uma comunidade diversa dedicada à aprendizagem, empenhada em criar indivíduos solidários, confiantes e socialmente responsáveis, que prosperam no mundo.

VACANCY ANNOUNCEMENT

Academic Office Administrator **- Temporary Placement -**

The Academic Office Administrator will act as the public face of the school, being the first point of contact to all persons walking into or contacting the Secondary School Office. The postholder will perform various clerical, and administrative tasks required for the office operation and provide general support to the Secondary School Principal, Senior Leadership, Teachers and Students.

Responsibilities:

- Receive visitors, teachers and students entering the Secondary School Office, answering their questions or assisting with their requests and directing to appropriate persons or escorting them to various areas of the School.
- Daily attendance management for students and maintenance of absence records, as well as contacting parents for unexcused absences.
- Screening phone calls and emails and attending to inquiries and requests when appropriate.
- Maintenance of emergency and fire drill registers.
- Scheduling school activities as may be requested by Principal or Secondary School staff.
- Scheduling appointments for parents to meet with appropriate School Staff.
- Completing Events forms as required and following up with help desk requests and other people as required

Requirements

- Relevant post high school training or qualification
- Excellent spoken and written communication skills in both English and Portuguese.
- High level of computer literacy including working with database systems
- High level of professional and ethical standards
- Good interpersonal skills and ability to work positively with Students, Parents and Staff.
- Ability to work independently, with minimum supervision
- Ability to multi-task and work well under pressure
- Comply with and promote the school's health and safety policies and procedures
- Flexibility and ability to adapt to cope with changes in and around School and office environment
- Undertake such other duties as may be required for the support of the Secondary School Principal, Students, Teachers, Leadership and Community of Luanda International.

Interested candidates should submit curriculum vitae, along with contact details of 3 persons who may give a professional reference, to the LIS Human Resources Department or via email to recrutamento@lisluanda.com.