

Nanjing International School

Job Specification

POSITION: Secretary to Counselors
DEPARTMENT: Operations and Finance
REPORTS TO: Director of Operations and Finance/NIS Counseling Team
SUMMARY: The Secretary to Counselors supports the work of the NIS Counseling Team across the school.

CORE COMPETENCIES:

- High level of ***Planning and Personal Organisation***
- Clear and accurate ***Communication*** both verbal and written in English and Chinese. Korean language fluency preferred
- To be ***motivated, committed and reliable***, approaching all tasks with enthusiasm and accuracy, seizing opportunities to learn new skills or knowledge in order to improve your personal performance.
- Able to show ***initiative and attention to detail***.
- To maintain a ***high confidentiality and customer service focus*** by approaching the job with the customers always in mind.
- To be ***flexible***, responding quickly and ***positively*** to changing requirements including the performance of any tasks requested.
- To maintain high ***team focus*** by showing co-operation with and support of colleagues in the pursuit of team goals.
- IT and clerical skills

RESPONSIBILITIES:

- Clerical tasks including student transcripts, references, and other document support
- Booking, scheduling, and communication with teachers, parents, and students
- Organizing with external groups and individuals
- Supporting preparation for Wellness and Counselling sessions
- Liaising with the Secretary to the Director of Learning and other Operations Team members
- Translation as required