



Executive assistant to the primary school headmaster/ headmistress Local Contract

REF 2023RH/FP_PDL/Admin ASSDIR1

PLACE OF EMPLOYMENT	<i>The French School in Abu Dhabi, Lycee Louis Massignon, a school managed directly by the Agency for French Teaching Abroad (AEFE), with 1770 students from KG1 to Grade 12.</i>
WORK ENVIRONMENT	<ul style="list-style-type: none"> ● A multilingual, connected and civic-minded school! ● Take advantage of the attractive reception and working conditions
NATURE DU POSTE	Executive assistant to the primary school head
DIRECT MANAGER	Chief Administrative officer Primary School Head
TASKS	Daily support to the primary school head: agenda; phone calls
MAIN ACTIVITIES	<ul style="list-style-type: none"> ● Internal communication: contribute to writing contents about school life, events. Reminders to parents and faculty. ● Enrollment and disenrollment: inform new parents about the school and the processes, follow up of enrolments submissions; preparation of departure files. ● Update school data base ● Follow up of faculty absences and substitutions. ● Liaise with HR and finance department: payroll, administrative files. ● Liaise with the Agency for French Teaching Abroad (enquiries ad surveys) ● Liaise with parents, staff and faculty.
SPECIFICITIES AND CONSTRAINTS OF THE POSITION	<p>A recognized professional, open to all the cultures of the world, the candidate must be highly adaptable and prepared to work in a demanding multicultural environment. He/she should have strong interpersonal skills and know the French educational system.</p> <p>Availability during school breaks (to be determined)</p>
QUALIFICATIONS	<ul style="list-style-type: none"> ● Knowledge of the French education system is essential. ● Qualification as office clerk or office manager ● 2 years in similar position ● Fluency in French is essential; English is highly desirable; Arabic is an asset ● Ability to work in a team and to adapt to a multicultural environment ● Computer skills



**LYCÉE LOUIS
MASSIGNON**

ÉTABLISSEMENT
EN GESTION DIRECTE



aefe

Agence pour
l'enseignement français
à l'étranger

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REQUIRED DOCUMENTS	<ul style="list-style-type: none">● CV in French and English● 1 passport-sized photo (with white background)● Cover letter● Work Experience certificates● Certified copy of the Bachelor's degree and its certified copies of transcripts● Certified copies of degrees and transcripts● Copy of passport and copy of resident visa if available
REMUNERATION	The remuneration shall consist of salary net of tax and other bonuses.
ADDITIONAL INFORMATION	<ul style="list-style-type: none">● The position is currently vacant or expected to be available as of the start of the academic year 2023.● Full-time position● Complete application package with all the required documents listed above, shall be submitted online on: https://llm.education.

LYCEE LOUIS MASSIGNON

Établissement homologué par le ministère français de l'Éducation nationale
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