



EKAMAI INTERNATIONAL SCHOOL

JOB VACANCY

Position Title: School Director's Secretary
Type of Appointment: One-year contract with the possibility of extension
Desired Start Date: August 1, 2025
Closing Date: May 20, 2025

Job Overview:

The School Director's Secretary provides high-level administrative support to the School Director and ensures smooth daily operations of the Director's office. This role requires professionalism, discretion, strong organizational skills, and the ability to manage a variety of administrative tasks in a fast-paced environment.

Responsible to: Director

Main Duties:

- Provide direct administrative support to the School Director, including managing schedules, appointments, and correspondence.
- Prepare, organize, and maintain official documents, reports, and records.
- Draft letters, emails, and other communications on behalf of the Director.
- Handle confidential information with the utmost discretion and professionalism.
- Assist in coordinating meetings, preparing agendas, taking minutes, and following up on action items.
- Greet and assist visitors, parents, staff, and stakeholders who come to the Director's office.
- Coordinate travel arrangements and event planning for the Director, including conferences and school-related functions.
- Liaise between the School Director and other departments, faculty, staff, and external partners.
- Monitor deadlines, calendar events, and ensure timely submission of reports and documents.
- Support the Director in preparing presentations, materials, and briefings for meetings.
- Perform other duties as assigned to support the effective operation of the Director's office.

Qualifications:

- Seventh-day Adventist church member in good standing.
- Bachelor's degree in Business Administration, Office Management, or a related field preferred.
- Proven experience as a secretary or administrative assistant, preferably in an educational setting.
- Strong proficiency in both written and spoken English is required.
- Excellent organizational, communication, and time-management skills.
- High level of professionalism, reliability, and confidentiality.

Click apply from here:

<https://www.eis.ac.th/job-application-form/>