

American School of Yaoundé

Vacancy Announcement – Administrative Office Manager



The **American School of Yaoundé** (ASOY) is an independent English medium, non-profit, educational institution offering a college preparatory program from nursery through grade 12. Admission to ASOY is open on a non-discriminatory basis to all students, regardless of race, creed, color, gender, religion, national origin, ethnic background, or philosophy. Our Mission is to empower, excel and engage.

Position Summary:

The ASOY Administrative Office Manager (AOM) is responsible for the smooth operation of the school's administrative office and procurement functions of that office, and provides support to the Director, Principals, IB Coordinators, and Business Manager. The AOM reports directly to the Director (and to the Business Manager for all financial and procurement related tasks) and has the following responsibilities:

Job responsibilities include, but not limited to:

- Maintain a professional and welcoming atmosphere in the office; greets and assists staff, students, and visitors.
- Assist other staff in the efficient management of the front office
- Manage day to day operational functions of the main office.
- Cover for other office personnel when necessary e.g. summer break
- Assist the admin team to welcome the new faculty, help with the orientation schedule and process for the new staff
- Coordinate staff, student events
- Coordinate teacher housing with Director
- Compile all annual orders from all departments
- Help organize school events, field trips and activities as requested.
- Coordinate school transportation
- Assist Director in preparation and distribution of Board packets for monthly Board meetings.
- When requested to do so, organize meetings, preparing and issue meeting minutes.
- Manage the Director's calendar/agenda.
- Organize for mail collection from the embassy, PO, and sending couriers including examinations via DHL. Distributes mail.
- Prepare draft annual academic calendar before the end of the current year.
- Prepare annual planners for teachers with important dates on it.

- Coordinate faculty end of year checks
- Responsible for emergency drill records and signage for evacuation routes
- Update the ASOY website
- Help plan and coordinate graduation ceremony and related activities
- Any other duties assigned by the Director.

Minimum requirements:

A College or University degree with at least 2 years progressive experience in a reputable organization, experience in an international organization would be an added advantage. Written and verbal fluency in French and English. Advanced computing skills.

The candidate must also have the following knowledge and skills

Knowledge:

- Understanding of how international schools operate

Skills:

- Absolute confidentiality
- Organized
- Multitasking
- Diplomacy and tact
- Self-motivation, initiative
- Problem solving
- Attention to detail
- Team player

ASOY is an equal opportunity employer. Interested candidates are encouraged to apply by emailing their CV and motivation letter to nonfacjobs@asoy.org no later than April 19th 2019. Note that only shortlisted will be contacted. If you do not hear from us by April 30th, consider your application unsuccessful at this time. Rigorous background checks including criminal background will be conducted before offer of employment to the successful candidate.