

Educating children for informed and active world citizenship.

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**Position Available:** Office Co-ordinator

**Job Starting:** Immediately

**Applications due:** Preference given to applications received before July 15th

**Responsibilities**

- Receptionist duties
- Administrative assistant/secretarial support for Director and Site Administrative Manager
- Co-ordinate office processes
- Recordkeeping for accounts receivable

**Qualifications**

**Required:**

- Customer service orientation and experience
- Extensive experience in file and record management in Microsoft Office Suite
- Ability to multi task and prioritize work,
- Ability to work as a member of a dynamic team,
- Attention to detail
- Financial recordkeeping: manage accounts receivable and payable.

**Preferred :**

- German language ability

**How to apply:**

- Submit a letter of introduction, resume, and a list of three references to be contacted by phone to [lmichel@germanschool-mn.org](mailto:lmichel@germanschool-mn.org).