

Job Title:	Executive Assistant
Department:	LT
Reports to:	Head of School
Position Type:	Full-time
Term:	Permanent

The Executive Assistant to the Head of School of SPH LV who provides professional office and secretarial services for the HoS.

Requirements

1. Pleasant personality, energetic, efficient, with a positive attitude
2. Strong communication skills in English and good translation skills between Bahasa Indonesia and English
3. Strong computer skills

Duties and Responsibilities

4. Professionally and courteously handle communications and visitors.
5. Manage the appointment calendars of the HoS.
6. Write communications on behalf of the HoS.
7. Organize agenda and minutes of meetings, collecting necessary data from each department.
8. Maintain the filing system for SPH's general documents: policies, handbooks, accreditation documentation, Minutes, etc.
9. Prepare and supervise budget expenses of the ET office.
 - Handle HoS and/or AHoS business expenses and orders for office equipment and other purchases.
 - Input budget expenses.
10. Oversee ET office support services (cleaning, messengers, maintenance, etc.)

11. Make travel arrangements for HoS as needed, including local Jakarta travel (car or heli).
12. Prepare agendas and other documents for LT and other team meetings.
13. Organize itineraries for visitors and prepare rooms and materials for guests.
14. Organize hospitality services for HoS guests and LT meetings.
15. Translate documents in English or Indonesian as required.
16. Participate in school fellowships, retreats, celebrations, seminars, and events.
17. Other related tasks as assigned by the HoS, including:
 - a. Oversee the development and review schedule of school policies/
 - b. Keep minutes after meetings and follow up with people who have assigned tasks.
 - c. Oversee document storage and sharing system.
 - d. Track accreditation priorities.
 - e. Coordinate the system of tracking KPI's.