



Gjøvikregionen International School

Studieveien 17
2815 Gjøvik
Tel. +47 240 76 141
post@gjovikis.no
www.gjovikis.no



9 December 2020

Position Title: School Secretary (temporary, part-time)

Gjøvikregionen International School is looking for a highly motivated and alert person to perform numerous general office, computer-related (data entry) and receptionist duties. The appointed person will support the current School Secretary and act in that role in her absence.

Start date: 11 January 2021

End date: 30 June 2021

Work load: 50% (20hrs/week, including breaks)

Application deadline: 31 December 2020. Please note that the school reserves a right to make an appointment before the deadline should a particularly suitable candidate be identified early in the process.

Essential Functions

- Maintain school's data systems with input from staff
- Receive and distribute relevant information to/from internal and external sources by telephone, email or in person

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- Maintain office supplies
- Order/acquire supplies as needed
- Act as a liaison with the local community
- Perform other administrative duties

Requirements

- Education: Bachelor's degree
- Experience: 2 years of related experience, preferably in an educational institution
- Ability to communicate effectively orally and in writing in both English and Norwegian
- Extremely detail-oriented and with perfect follow-up skills
- Ability to organize tasks, research and keep records
- Highly dependable and trustworthy: maintain confidentiality having access to sensitive documents.

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NB This is a part-time position. The ideal candidate will be able to work at least 4 days a week, several hours per day.

If you are interested in the position, please send your CV and cover letter to employment@gjovikis.no by 31 December 2020. The school reserves the right to make an appointment before the application deadline should an outstanding candidate be identified early in the search process. For this reason, we encourage interested applicants to submit their applications as soon as possible. Please note that only short-listed candidates will be contacted.

All hiring of educational personnel will be subject to police check, as required by Norwegian Law.

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