

Dresden International School (DIS) is a comprehensive school offering an all-day program. We offer an outstanding and continuous education from Preschool to Grade 12. The language of instruction and colloquial language is English. DIS aims to provide children and teens from throughout the world with an international education based on the International Baccalaureate (IB) program and philosophy. DIS sees it as its goal to promote understanding between different cultures and the individual talents of young people.

**Dresden International School is looking for a part-time (15 hours/week) Business Office Assistant starting in August 2024. It is a position limited to 6 - 9 months.**

## BUSINESS OFFICE ASSISTANT (PART-TIME)

The successful candidate will work with an experienced team in the Accounting and HR Office. They are intended to help with invoicing, ensure that customer data is kept up to date, and assist the onboarding process of new employees. This individual should have working proficiency in English and German (B2 preferred). Responsibilities include, but are not limited to:

### Accounting Responsibilities

The job holder will:

- maintain the customer data within DATEV
- create invoices using DATEV and transfers them to financial accounting
- process fee reduction applications in cooperation with the Admissions Officer
- assist with the application for funding
- perform general office organization tasks (archiving, etc.)

### Human Resources Responsibilities

The job holder will:

- assist with communication with external bodies (e.g. landlord, welcome center, etc.)
- attend (if necessary) on-site appointments with external bodies (support for employees)
- process vacation requests, sick notes and other absences
- take care of employee data maintenance in iSAMS (information system)

### Requirements

Professional Qualification:

- Training as an accountant or comparable training
- At least 3 years of professional experience in company administration
- Experience with DATEV programs or other CRM software advantageous

### Specialized knowledge/areas of expertise/experience:

- Business management knowledge and experience
- Confident handling of MS Office applications and use of special programs for accounting
- Knowledge of the following IT applications is advantageous: DATEV, Google, MS Office
- Knowledge of legal bases is an advantage (association law, GmbH law, non-profit law, funding law)
- Good knowledge of German and English (level B2 preferred)

### Personal requirements:

- Ability to work in a team
- Works results-oriented
- Accurate and conscientious working style
- Strong understanding of numbers
- Ability to work under pressure, especially when working towards deadlines

The areas of responsibility listed in the job description can be supplemented, changed and specified by the employer, insofar as this can contribute significantly to the fulfillment of the objectives of the job. In the event of changes to the job profile, powers or organizational integration, the job description will be adapted by the management.

In order to be considered, applications must contain the following and be submitted as a single PDF file (please name the position you are applying for in the header of your email):

- Letter of interest, outlining the strengths and attributes you bring to this position
- CV
- 2-3 referees and contact details (one of which should be your current employer if applicable)
- Copies of degree(s) and/or certificate(s)

The salary is determined and based on qualifications and experience using the DIS salary scale. The salary scale will be disclosed during the interview process.

DIS is an open-minded and inclusive school that celebrates diversity. We welcome applicants from a diverse range of backgrounds to join our team.

**Please submit your application to Mrs. Kathleen Werling ([career@dresden-is.de](mailto:career@dresden-is.de)) by 26 July 2024. The school uses personal data only for the purpose intended.**

Data is kept confidential within the school administration and not shared with third parties beyond the school. This consent can be withdrawn at any time.