

Administrative Assistant for Extracurricular Activities

The Administrative Assistant for Extracurricular Activities provides crucial administrative support to ensure the smooth operation of the department and ensuring efficient processes and accurate documentation. This role requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks efficiently.

Responsibilities:

1. Administrative Support

- Manage the department's calendar, scheduling meetings and appointments
- Handle phone calls, emails, and inquiries related to extracurricular activities
- Prepare and distribute correspondence, memos, and other documents
- Maintain organized filing systems, both digital and physical
- Assist in the preparation of reports, presentations, and other materials
- Assist in coordinating department meetings and taking minutes
- Assist in drafting coach work contracts and creating coach attendance reports for payment
- Verify that coaches have completed all mandatory documentation requirements, including Police Clearance Certificate and Health Certificate, prior to their start date at the school

2. Database Management

- Enter and maintain accurate records in the department's database
- Generate regular reports on activity participation, attendance, and other metrics
- Assist in the analysis of program data to support decision-making

3. Financial Administration

- Process purchase orders and invoices for the department
- Assist in budget tracking and expense reconciliation

4. Event Support

- Assist in the logistical planning of extracurricular events and competitions
- Prepare and distribute event-related materials (e.g., schedules, information packets)
- Coordinate travel arrangements for off-site activities when necessary

5. Communication Support

- Draft and distribute routine communications to students, parents, and staff
- Maintain and update extracurricular activity information on school platforms
- Assist in the creation of promotional materials for activities

6. Inventory Management

- Maintain inventory records for equipment and supplies
- Process orders for new equipment and manage stock levels
- Coordinate equipment maintenance and repairs as needed

7. Student Services

- Assist students with activity registration and inquiries
- Manage permission slips and waivers for activities
- Help coordinate student transportation for off-site activities

Qualifications:

Degree in Business Administration or related field

Minimum 2 years of experience in administrative support roles

Excellent organizational and time management skills

Strong proficiency in MS Office suite and database management

Exceptional attention to detail and accuracy

Excellent written and verbal communication skills

Must be able to speak and write in English, French and Bahasa Indonesia.