



INTERNATIONAL SCHOOL OF HAMBURG

Receptionist (part-time/50%) (Ref. Code 2021-055)

Position Summary:

Receptionist

Responsibilities:

- Serve visitors by greeting, welcoming, and directing them appropriately
- Notify ISH personnel of visitor arrival
- Help visitors to understand and adhere to the school health and safety protocols applicable to them.
- Monitor logbook and issuing visitor passes
- Maintenance of the invoice receipt book
- Take and relay messages, e.g. telephone, email, fax etc.
- Provide general administrative, clerical support, and assist in travel arrangements
- Receive and sort emails and deliveries and take care of outgoing mail

Qualifications:

Fluency in English and German (both written and spoken) and Microsoft Office skills are required.

Terms of Employment:

- Starting date is 3 January 2022
- The position is initially limited until 31 December 2023
- The position is a part-time position (50%) attending during afternoon hours
- Non Teacher Scale 2

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to HR@ishamburg.org

Hamburg, 1 November 2021