



P O R T U G A L

Position: School Receptionist & Admissions Assistant

Position Type: Regular Full-time

Note: This full-time position combines two part-time positions.

Duties: Reporting to the Director of Enrollment Management & Marketing, this front of house position plays a critical role in welcoming all visitors including prospective families, faculty/staff, and current parents to the School and is a key member of the enrollment management and marketing team.

Key responsibilities:

- Greet parents, students and visitors upon arrival, providing any necessary information;
- Require all visitors to sign-in and identify themselves; provide passes/ badges per stated security protocols;
- Ensure that students, staff, parents and visitors adhere to Covid-19 safety protocols (e.g. wear mask, disinfect hands, etc.);
- Ensure that visitors sign out before leaving;
- Answer, screen, and forward incoming phone calls;
- Respond to current parent emails (attendance, pick-ups, etc.);
- Receive and sort mail;
- Sign students out when they leave early and letting teachers know;
- Inform teachers when a parent notifies the School that a student is sick / will leave early / will arrive late;
- Receive and distribute materials such as school supplies, student lunches, forms, homework assignments, athletic equipment, etc. left with the front office for students by their parents, and others;
- Maintain a clean professional work environment that serves as the grand entrance and first impression of the School.

Admissions Assistant

Reporting to the Director of Enrollment Management & Marketing, this front of house position plays a critical role in the admissions process for prospective families.

Admissions Assistant Duties:

- Reconcile application materials in OpenApply;
- Send reminders to families about outstanding admissions materials;
- Send personalized responses to all inquiry and applicants;
- Reconcile application fees and enrollment fees paid via OpenApply;
- Schedule appointments for in-person and virtual admissions meetings;
- Produce weekly/monthly admissions board reports;
- Produce weekly report for finance office regarding payments;

- Update master spreadsheet with scholarship information and special circumstances (e.g. sibling discounts), used by the finance office;
- General office management such as ordering and stocking supplies;
- Hospitality for visitors – escort to admissions office, provide refreshment, prepare folders of materials appropriate to age of student;
- Provide assistance to visitors to Portugal when needed such as travel advice, directions, etc.;
- Assist in marketing efforts;
- Assist in touring visiting families;
- Assist in special events – planning and execution;

Required Qualifications:

- Strong interpersonal and communication skills
- Ability to multi-task and operate in a busy, and occasionally chaotic, environment
- Proven superior organizational, interpersonal and communication skills (written and verbal), including a high level of fluency in English and Portuguese;
- Proficiency in MS Office 2010 (Word, Excel, Outlook);
- Ability to work unsupervised and manage time and tasks efficiently;
- Highly organized;
- Excellent administrative skills with a high attention to detail;
- Knowledge of TASIS, its philosophy and traditions

IT Systems & Platforms:

- Microsoft Office 365 and related programs (Word, Excel, Outlook, PPT);
- OpenApply – online admissions application and CRM;
- iSAMS – School Information System.