



**International
School**
Los Angeles
**Lycée
International**

French-English Bilingual Receptionist/Administrative Assistant (Temporary/Part-time)

About the International School of Los Angeles

Mission:

The International School of Los Angeles (LILA) is an international, preschool through 12th-grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French *baccalauréat* and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse competitive world.

Context:

The Receptionist/Administrative Assistant is an entry level temporary part-time position which provides an excellent opportunity to learn about independent school culture. The position will be based in the corporate offices in Burbank.

Job Description

Title: Receptionist/Administrative Assistant

Department: Corporate

Reports to: Director of Corporate

Location: Corporate Office, Burbank, CA

Main objective:

To answer phones and provide administrative support for the corporate office on a part-time (11:30am – 5:00pm) temporary basis (2-3 months).

Campuses

Burbank
Los Feliz
Orange County
Pasadena
West Valley

Corporate Office

1105 W Riverside Dr, Burbank, CA 91506
tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Key relationships:

- Be an active member of the corporate office
- Work with the following departments:
 - Business Office
 - Development team
 - Marketing & Communications team
 - Admissions team

Selection Criteria

Specific responsibilities:

Responsibilities include, but are not limited to, the following:

- Answer and screen all phone calls to the corporate office and direct them to the appropriate person
- Greet and direct all visitors and families who enter the corporate office
- Provide support to the corporate office in Burbank
- Sort and distribute all mail
- Assist with data entry, filing, and other clerical tasks as needed
- Assist with events as needed
- Additional duties as assigned

Desirable qualifications:

- Native proficiency in both French and English
- Excellent phone and reception skills
- Strong interpersonal skills and strong attention to detail
- Ability to provide a high level of customer service
- Ability to prioritize and manage simultaneous demands with a willing, friendly attitude
- Ability to work collaboratively
- Strong computer skills
- Previous experience in independent schools or nonprofits is helpful
- A demonstrated commitment to LILA's mission and values
- An appreciation and understanding of other cultures

How to apply

Please send your cover letter, resume and list of references to cv@lilaschool.com (please put "Receptionist/Administrative Assistant" in the subject line). The position is available for immediate hire, with applications considered on a rolling basis. *No phone calls, please.*