

## **SCHOOL SECRETARY ASSISTANT-Internship**

### **Position**

[World International School of Torino \(WINS\)](#) is looking for a full-time School Secretary Assistant for an internship

The person will:

- work closely with the School Manager and the Main Office Coordinator assisting in the activities of the Main Office
- provide administrative support for staff and students, such as helping teachers with stationary supplies or supervising students entrance and exit from the school.
- carry out school office tasks, such as providing families with school documentation (enrollment forms, feedback questionnaires, etc.), helping with the management of the students' archive, supporting the main office in the communication with families.
- support during school events and marketing activities (such as Open Days)

### **The School**

[World International School of Torino](#) is the new frontier of education with a truly international identity and a strong passion for nurturing talent, designed around the Learners who wish to grow-up in an inspiring multicultural environment. WINS is a full-continuum IB and the first school in Italy to be accredited by **AFEC** (Athlete-Friendly Education Centre), in addition to being a member of the international school network accredited by World Academy of Sport (WAoS).

WINS boasts a 8,500 sq.m. boarding campus, just 20 minutes from the center of Turin, in the amazing setting of the Juventus Football Club Village, complete of swimming pool, indoor and outdoor sports field, libraries, with a boardinghouse for its students.

### **Profile required**

#### **Experience and Skills:**

- Very good IT skills (especially with Word, Excel and Power Point)
- High flexibility and problem solving skills
- Strong interpersonal skills
- Significant attention to detail
- Capacity to work independently and collaboratively within a team
- Capacity to deal with confidential matters
- A previous experience as secretary and/or assistant will be considered a plus, especially in an international school.

#### **Languages:**

- English mother-tongue or bilingual Italian-English or English at a native level
- Italian at a native level
- Any additional languages will be considered a plus

#### **Other:**

- Passion for multiculturalism and a philosophy of education that matches WINS' vision and values
- Capacity to work closely with the WINS Team (teachers, staff, ...)
- Interest in international education
- Great attention to families' needs and necessities