

Beijing City International School 北京乐成国际学校
No.77 Baizhuan Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
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北京市朝阳区百子湾南二路77号, 100022

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
No.11 Dongbai Street, Chaoyang District, Beijing 100022, P.R. China
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北京市朝阳区东柏街11号, 100022

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Job Description

Beijing City International School

北京乐成国际学校

职位说明

TITLE: Admissions Assistant/Receptionist (Main Campus)

职位：招生助理兼前台（主校区）

QUALIFICATIONS: 任职要求：

1. *Bachelor's degree or above* 本科以上学历
2. *A collaborative team member* 有团队合作意识
3. *Previous work experiences in international schools or admissions department preferred*
有国际学校或招生部工作经验者优先
4. *Good oral and written communication skills in both English and Chinese*
良好的中英文口语和书面语交流能力
5. *Ability to take initiative and work independently* 能积极主动并独立完成工作
6. *An open-minded and effective communicator* 思想开明，沟通有效
7. *A willingness to work above and beyond the call of duty, particularly during the peak admissions season*
有责任心，在招生高峰期能够主动承担责任
8. *Friendly, courteous and effective listening skills* 为人亲和，待人有礼，善于倾听
9. *Good attention to details* 注重细节

REPORTS TO: Admissions Manager

汇报对象：招生经理

JOB GOAL: Reporting to Admissions Manager, and working closely with all other admissions staff at both campus, the Admissions Assistant/Receptionist (Main Campus) is responsible for assisting the admissions office in a daily manner and present a professional look at the main reception area.

工作目标：招生助理兼前台（主校区）向招生经理汇报工作，与两个校区招生部密切合作，协助招生部日常工作，保持前台区域展现出良好的专业化水准。

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RESPONSIBILITIES: 岗位职责 :

1. *Be the first point of contact for BCIs and serve as a member of the Office of Admissions*
作为学校对外的第一联络人, 也是招生部一员
2. *Warmly receive and greet all BCIS visitors*
热情接待学校访客
3. *Transfer phone calls to the appropriate individuals, divisions and departments on a timely manner*
及时将电话转接给相应个人、学部和部门
4. *Perform customer service duties with varied constituencies via phone and in person*
通过电话或当面完成部分客服工作
5. *Meet with drop-in visitors to answer requests and direct them to the appropriate individuals, divisions and department*
回答访客问题, 引领访客至相应个人、学部和部门
6. *Assist the Admissions Manager as needed and work closely with other admissions staff*
应要求协助招生经理, 配合招生部
7. *Handle application documents and assist families applying to BCIS*
处理申请文件并协助家庭申请 BCIS
8. *Assist with the booking of school tour and participate in Admissions events as required*
协助预订校园参观, 并根据需要参与招生活动

WORK YEAR: Around 240 days per year. Salary to be established by Head of School with approval of Board.

工作年限 : 每年工作日约 240 天。工资由校长制定并由董事会批准。

EVALUATION: Performance of this job will be evaluated by the Admissions Manager in accordance with Board Policies and Protocols.

评估 : 工作表现由招生经理根据董事会政策及流程作出评估。

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NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。