



# DPS International School

## Executive Assistant to Director & Principal

### Job Title: Executive Assistant to Director & Principal

**Location:** DPS International School, Kovan

**Reports To:** Director and Principal

### Job Summary:

We are looking for a highly organized, proactive, and detail-oriented **Executive Assistant** to support the Director and Principal in daily administrative and operational functions. The ideal candidate will manage schedules, coordinate interdepartmental meetings, ensure compliance with documentation, and facilitate communication with internal and external stakeholders.

### Key Responsibilities:

- **Daily Planning & Execution:**
  - Ensure daily agendas and action plans are prepared and executed as per schedule.
  - Provide proactive support in managing the Principal's and Director's calendar.
- **Meeting Coordination:**
  - Organize and schedule regular meetings with the admissions team, IT, transport, accounts, HR, and academic coordinators across the week.
  - Ensure proper documentation and minutes of all meetings.
- **Compliance & Documentation:**
  - Maintain and organize records of meeting minutes, communications, and reports.
  - Assist in managing documentation related to government and regulatory compliance.
- **Parental Engagement:**
  - Schedule meetings between the Principal and parents of students needing support in academics, behaviour, or discipline.
  - Track follow-ups and ensure timely communication with all stakeholders.
- **Recruitment Coordination:**
  - Schedule interviews for prospective staff candidates.
  - Liaise with applicants and coordinate the interview process with relevant departments.



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## **Requirements:**

- Bachelor's degree in business administration, Education Management, or a related field.
- 2+ years of experience in an executive assistant or administrative coordination role (school experience preferred).
- Excellent communication, organization, and multitasking skills.
- Strong proficiency in MS Office (Word, Excel, Outlook) and scheduling tools.
- Ability to handle confidential information with discretion.
- Professional demeanour and strong interpersonal skills.

## **To Apply:**

Please send your resume to [recruit@dps.edu.sg](mailto:recruit@dps.edu.sg)