



Post ref.: 2022/EE-PAS/01

**THE EUROPEAN SCHOOL OF ALICANTE
IS LOOKING TO RECRUIT FOR SCHOOL YEAR 2021-2022**

**TEMPORARY SECRETARIES REPLACEMENTS
FOR THE NURSERY / PRIMARY / SECONDARY CYCLE**

Job offer

Temporary replacements as a school secretary.

Profile

A candidate will have:

- University degree
- Experience as a secretary for at least one year, experience as a secretary in a school will be considered as an asset
- Very good command of MS-Office365 suite
- Ability to work proactively and independently
- Sense of organization and responsibility, team spirit, discretion, resistance to stress
- Ability to quickly learn and use the tools created within our organization
- Ease of communication in a multicultural environment

Will be:

- Bilingual Spanish-English or will have knowledge of English and Spanish, at least corresponding to C1 level. Knowledge of French and/or German will be considered as an asset
- Adaptable and willing to integrate into a team
- A person of confidence, serious, rigorous and flexible

Application procedure

Please send us your:

- a) motivation letter (PDF)
- b) Europass CV (PDF)
- c) copies of your diploma(s)/certificate(s) (PDF)

to the following e-mail address: **ALI-RECRUITMENT@eursc.eu**

Please write in the subject of your e-mail “**2022/EE-PAS/01**”

- All documents must be sent to us in PDF format and must be named according to their content.
- You will receive a reply which will confirm that we have received your application.
- **Please be aware that sending us your candidature will be considered implicit authorization to keep your CV in our files.**

Please consult our Privacy Statement to know our policy regarding the processing of personal data in the scope of recruitment (2018-03-D-23-en) <https://www.escuelaeuropea.org/escuela-europea-de-alicante/empleo>

Please find a link to the European Schools www.eursc.eu as well as the link to the website of the European School of Alicante www.escuelaeuropea.org