



GRACE INTERNATIONAL SCHOOL
SERVING FAMILIES, EQUIPPING STUDENTS

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T. HARN KAEW,
A. HANG DONG,
CHIANG MAI 50230,
THAILAND

www.gisthailand.org

MISSION

**MISSION INSPIRED.
CALLED STAFF.
CHRIST-INTEGRATED EDUCATION.
EQUIPPING STUDENTS TO
INFLUENCE THE WORLD FOR CHRIST.**

VISION

**A VIBRANT WORKPLACE FOR
STAFF. AN INSPIRING LEARNING
ENVIRONMENT FOR STUDENTS.**

CORE VALUES

**WE ARE CHRIST-CENTERED.
WE CARE FOR STUDENTS.
WE ARE COMMITTED TO EXCELLENCE.**

JOB DESCRIPTION

Job Title: Assistant to Chief Operations Officer (COO)

Category: Full time/ Thai or Foreign

Division: Operations

Reports to: Chief Communication Officer

POSITION PURPOSE & DESCRIPTION

To provide support and assistance of the day to day business from the office of the Deputy Superintendent of Operations.

GENERAL QUALIFICATIONS

- Is a mature Christian
- Preferably BA degree with related fields.
- Experience in relevant fields
- Fluent in English and Thai language are desirable.
- At least 600 TOEIC score test required.
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.
- Able to work in an innovative work environment.
- Good organizational skills. Must be detail-oriented.
- Strong customer service orientation and experience.
- Strong communication and interpersonal skills.
- Proficient in Google Apps, such as Drive, Docs, and Sheets.
- Strong keyboarding skills.

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).



GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and
- all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

- Execute special projects as assigned by the COO.
- Be a contact person and representative for the COO office.
- Learn the emergency systems and serve as a backup to the Executive Assistant in communicating emergency situations to the GIS community and local authorities.
- Managing customs clearances for packages sent from outside Thailand (except during school breaks).
- Provide assistance in processing orders from outside Thailand (liaise with Curriculum and Purchasing).
- Provide hospitality support COO meetings.
- Perform general office tasks such as organizing meetings and taking minutes.
- Coordinate with different divisions under COO (Food Services, Facilities, Information Technology, and Health Services)
- Prepare work requests, payment requests, and coordinate with the appropriate parties.
- Provide care for the Loft area.
- Writing reports; research information and provide recommendations for COO approval.
- Assist with scheduling, planning, and safety implementations of audits and drills.
- Provide support and ensure the GIS operation runs smoothly.
- Provide Thai-English and English-Thai translations as required by the COO.
- Assist in managing COO's schedule.
- Assist COO and coordinate with all parties involved in PDPA.
- Receive invoices and assist with the timely submission of payment vouchers for GIS construction projects.
- Provide as needed translation services for COO.
- Coordinate internal and external communications for the COO.
- Prepare and manage COO budget
- Develop and maintain Operation Leadership Team (OLT) Tasking List
- Process payment and follow up work that needed with the contractors.
- Monitor facilities and construction projects