



# GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

## **JOB DESCRIPTION**

**Job Title:** Assistant to Chief Operations Officer

**Category:** Full time/ Thai or non Thai

**Division:** Operations

**Reports to:** Chief Operations Officer

## **POSITION PURPOSE & DESCRIPTION**

To provide support and assistance of the day to day business from the office of the Chief Operations Officer (COO).

### **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.
- Has the "Go Extra Mile" attitude.

### **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.
- Provide hospitality support COO meetings.
- Perform general office tasks such as organizing meetings, creating agendas and taking minutes (for Operations Team, Facilities and Campus Project Teams, and OLT meetings).
- Coordinate with different divisions under COO (Communications, Facilities, Information Technology, and Health Services)
- Prepare work requests, payment requests, and coordinate with the appropriate parties.
- Provide daily care for the Loft area.
- Construct a weekly order purchase on refreshment supplies for the Loft, Elementary and Secondary buildings.
- 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.
- Assist in managing the COO's schedule.
- Assist COO and coordinate with all parties involved in Thailand's Personal Data Protection Act (PDPA).
- Receive invoices and assist with the timely submission of payment vouchers for GIS projects.
- Provide as needed translation services for COO.
- Coordinate internal and external communications for the COO.
- Prepare and manage COO budget
- Process payment and follow up work that needed with the contractors.
- Monitor facilities and construction projects