

WE ARE HIRING



Administrative Assistant

International School of Riga is looking for a dynamic and forthcoming colleague.

Responsibilities:

- **Process** and **track** orders for office supplies, stationery, and food deliveries.
- **Maintain** office supply inventory, ensuring stock levels are sufficient.
- **Coordinate** field trip logistics, including transportation and necessary arrangements.
- **Assist** with administrative requests from faculty and staff.
- **Set up** and **maintain** meeting rooms and event spaces for school functions.
- **Greet** and **assist** guests and visitors, ensuring a welcoming atmosphere.
- **Monitor** and **sort** school's mail, email inbox inquiries and phone calls.

Qualifications:

- Experience in administration, office support, or a school environment preferred.
- Strong **organizational** and **multitasking** skills.
- Familiar with **Microsoft Office & Google Suite**.
- Fluent in **English** and **Latvian** (other languages are an advantage).
- Valid driver's license (travel between campuses required).
- **Friendly, proactive, and solution-oriented** approach.

Benefits:

- International work environment with a supportive team.
- Competitive salary (**€1,400–€1,800** gross per month).
- Comprehensive health insurance.
- Additional **paid sick days** and **personal days**.
- Professional development budget.
- Workday: 8:00 - 16:30 (9:00 - 15:00 during school breaks).

Apply now! Send your CV to hr@isriga.lv.

For inquiries, contact us at + 371 28 343 696.

APPLY NOW!
hr@isriga.lv

