

Heidelberg International School (H.I.S.) is for students aged 4 to 18. The language of instruction is English. Our school is more than just a place for learning — it is a vibrant, welcoming community for students, parents, and staff alike.

To further strengthen our administrative team, we are seeking a dedicated and service-oriented:

Admissions Officer (gn*)
(Full-time or part-time position)

In this key role, you will actively support school leadership with a variety of administrative and organisational tasks. As the first point of contact for prospective and current families, students, and staff, you will play a crucial part in shaping the positive atmosphere of our school. With your structured approach, attention to detail, and warm, professional manner, you will help ensure that day-to-day operations run smoothly.

What You Can Count on With Us:

- Attractive compensation
 - Additional employer benefits such as:
 - Public transport allowance (e.g., Deutschlandticket or Job Ticket)
 - Company pension plan (20 % employer contribution)
 - Financial support for job-related relocation
- 30 vacation days
- Five fully paid child sick days per year
- Regular training and professional development opportunities
- Set working hours and a healthy work-life balance
- Diverse and meaningful tasks with room to shape your role
- Close collaboration and regular exchange with the school Management team
- A modern and well-equipped workspace

Your Contribution:

- Comprehensive data management in the school administration system
- Data-driven processing of admission applications for students entering H.I.S.
- Review and assessment of income documentation from parents of newly registered students
- Overseeing the invoicing process in cooperation with internal stakeholders
- Generating reports and statistics based on school data
- Correspondence with parents throughout the application process
- Representing H.I.S. at events in the local area
- Development and maintenance of marketing and promotional channels

What you bring:

- Completed vocational training in business administration or an equivalent university degree
- Ideally, experience in the service and education sector
- Excellent German and English language skills (written and spoken)
- Confident use of Microsoft Office tools
- A team-oriented mindset as well as the ability to work independently
- Strong organizational and communication skills

Please send us your detailed application, including your possible starting date via e-mail. We look forward to receiving your application.

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