

Berlin International School is seeking an experienced professional for the following position at our Campus Lentzeallee in Berlin, Germany, starting September 1, 2026:

Executive Assistant to the School Director (Part-Time)

As Executive Assistant, you will support the Director of Berlin International School in managing and coordinating a wide range of day-to-day responsibilities. With your strong organizational skills, proactive approach, and sound understanding of administrative processes, you will ensure the smooth and efficient coordination of schedules, information, and administrative processes. You will work closely with the Director, the school's Leadership Team, and other administrative departments within Private Kant-Schulen gGmbH.

Your Responsibilities:

- Manage the Director's schedule and calendar proactively and coordinate day-to-day priorities
- Prepare meetings, compile relevant materials, and ensure timely follow-up
- Manage ongoing correspondence and organizational inquiries independently and serve as a point of contact for internal and external stakeholders
- Support the Director with events, projects, and special initiatives
- Coordinate and maintain key school-wide and internal calendars
- Provide administrative support for recruitment, hiring, and other human resources processes
- Organize and document professional development activities, including registrations, travel and hotel arrangements, and travel expense documentation
- Support selected tasks related to finance, procurement, invoicing, and general accounting administration
- Provide organizational support for safety-related procedures and assume other comparable administrative responsibilities as needed

Your Qualifications:

- A qualification in business administration, office management, or a related field, or equivalent professional experience
- Relevant experience in executive support, administration, or project coordination; experience in an international or school environment is preferred
- Excellent command of written and spoken English, equivalent to at least Common European Framework of Reference for Languages (CEFR) level C1
- Good command of written and spoken German, equivalent to at least CEFR level B2
- Proficiency in Microsoft Office and a willingness to learn and use digital tools and internal school systems
- Outstanding organizational and time-management skills, with the ability to prioritize effectively and manage multiple responsibilities
- Commitment to actively supporting the mission and values of Berlin International School and contributing to the school's continued development

What We Offer:

- A varied and rewarding part-time position of 30 hours per week in an international school environment
- Regular opportunities for professional learning and development
- 30 days of paid annual leave per year, with reliable vacation planning aligned with the school calendar
- Access to an employer-supported occupational pension plan after two years of service
- Convenient access by public transportation
- An on-campus cafeteria
- Regular working hours aligned with the school day

Interested?

Please submit your application, including a cover letter, résumé, and copies of your relevant qualifications, by August 7, 2026, to Kathleen Wasmuth, CEO of Private Kant-Schulen gGmbH, at gf@private-kant-schulen.de.

Applications will be reviewed after the application deadline. Initial interviews are expected to begin on August 10, 2026. Candidates selected for an initial interview will be notified by email.

We look forward to receiving your application!

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About Berlin International School

Berlin International School is a state-recognized independent school in Berlin. As a private, non-denominational school, B.I.S. welcomes both international and local students from Grade 1 through the IB Diploma Programme.

The school combines high academic standards with a supportive, inclusive learning environment in which students are encouraged to grow with confidence, curiosity, and a strong sense of responsibility. Its educational approach is guided by the IB Learner Profile and the educational objectives of the State of Berlin, with mutual respect, openness, and appreciation for diversity at the heart of school life.

About Private Kant-Schulen gemeinnützige GmbH

Private Kant-Schulen gGmbH is a nonprofit educational organization with six locations across southwest Berlin. Its network includes state-recognized and state-approved schools, early childhood education centers, and the Kant-Akademie.

More than 2,650 children and young people attend its schools and kindergartens, from kindergarten through the German Abitur or the IB Diploma Programme. Private Kant-Schulen employs approximately 450 staff members and is wholly owned by the Private Kant-Schulen Foundation.

For more information, please visit private-kant-schulen.de

IB WORLD SCHOOL

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Amtsgericht Charlottenburg · HRB 165063 · Geschäftsführung: Daniela Mahmoud · Kathleen Wasmuth