



International  
School of  
Leuven

The International School of Leuven VZW is looking for a new

**School Secretary** (full-time)

You will work in a fast paced, diverse and very dynamic international environment. Preference will be given to applicants with experience working within a school environment.

We are looking for someone with:

- Bachelor's degree, teaching qualification desirable, but not essential
- Excellent oral and written communication skills.
  - Bilingual (Dutch/English) skills preferred.
  - Outstanding people skills.
  - Excellent computer skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to work with students, staff and parents from diverse cultural backgrounds

Salary/time schedule and terms and conditions to be discussed with the appropriate candidate.

Please send your letter of application and your C.V. asap to the current head of school at [bartderoeckisl@outlook.com](mailto:bartderoeckisl@outlook.com) (before June 7th. at 9am, Belgian time)