

Front desk representative
Volunteer NL/ENG - Thursday

Curious what a day looks like as our front desk colleague?

Well,...it is never the same - we'll tell you that! Let us just try to give you an idea.

Your day starts with seeing all the enthusiastic students coming into school for another great day of learning and playing, while also checking for any absentees. You'll be one of the first people to greet parents and help them with anything they might need (new school attire, information or just a quick chat).

Throughout the day, you'll be answering phone calls and e-mails and assisting the other Admin colleagues with various tasks. You're the receptionist, administrative genius and caring nurse (or "boo-boo fixer") all rolled into one. There's never a dull day.

Does that sound like something you would love to do?

We are looking for one or two representatives to join the team. You will work together with everybody in the admin team and of course, have the joy of all the wonderful kids walking by and greeting you with happy faces.

If, after reading about this amazing vacancy, you see yourself joining the team one or two days a week, please let us know and send a message including a short summary of your work experience to recruitment@hollandinternationalschool.sg

This volunteer position does not offer compensation. However, as you dedicate yourself to a full day of work, you will receive a transport allowance.

