



DEUTSCHE INTERNATIONALE
SCHULE BOSTON

German International
School Boston, Inc.
54 Essex Street
P.O. Box 391 497
Cambridge, MA 02139
Tel 617 497-8454
Fax 617 497-8452
E-Mail: contact@gisbos.org
Web: www.gisbos.org

Cambridge, April 30, 2007

The **German International School Boston** is currently seeking an

Full Time Administrative Assistant

Full time position (40 hours per week) starting immediately. This is a long term position.

Candidates must be **fluent** in both German and English (written and spoken), friendly, good with people and have excellent communication skills. Must be able to multi-task and handle the demands of a fast-paced, multicultural work environment. Experience in an office setting and especially in a school office setting is preferred.

To learn more about our school, please visit www.gisbos.org.

U.S. employment authorization is necessary!

If interested in this position, please contact
German International School Boston
54 Essex Street
P.O. Box 391 497
Cambridge, MA 02139
Silke.exner-su@gisbos.org

The German International School Boston has been granted an exempt status under Internal Revenue Code Section 501 (c) (3), as a school under Code Sections 170 (b)(i) (A) (ii) and 509 (a) (i). The Tax-ID Number for the German International School Boston, Inc. is 04-3486659.

The German International School Boston does not discriminate in enrollment of students on the grounds of race, color, religion, sex, or national or ethnic origin. The German International School Boston, Inc. is an equal opportunity employer.