

JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT

Examinations & Educational Departments

JOB SCOPE

In collaboration and under the supervision of the Director of studies, the administrative assistant is responsible for the promotion and the logistical organisation of the DELF/DALF, TEF and TCF sessions for Alliance Française de Lagos. As such, the functions carried out within the Examinations Office require absolute loyalty and probity.

ROLES AND RESPONSIBILITIES

Communication

- answer emails related with exams
- deliver weekly reports about the activity of the exam office (stats, next/past actions, suggestions, etc)
- send out convocations to exams

Development

- promote and develop the exams office (in Lagos, and to AF students)
- research of new schools and presentation of the exams offer for youngsters
- organise and participate to informative meetings and trainings with schools about DELF/DALF

Sessions

- prepare and organise exams sessions and material (printing and display of signage, photocopy and dispatch of exams papers, envelopes)
- monitor, supervise, and ensure the smooth running of exams
- insert results on platforms and give reports about the results
- give out diplomas to candidates
- archive the exams office

Regulation

- ensure strict adherence to international regulations and established protocols
- organise visits to schools to confirm their adherence to regulations
- ensure proper registration of all candidates on the platform
- verify all invoices (PrepMyFuture, TEF, TCF, DELF, ...)

Focal point

- manage and develop relationships with schools, other exams Centres, and France
- ensure reception, and transmission of all papers
- ensure proper stats of all Centres
- prepare and send invoices to all Centres
- dispatch diplomas and goodies to all Centres
- order goodies for all Centres

Registration

- *ensure meticulous follow-up of registrations to TEF/TCF/DELF and passports checks*
- *create accounts on PrepMyFuture and any other platform used at the exam office*
- Any other task given by the Educational Department

EDUCATION / EXPERIENCE	HARD SKILLS	SOFT SKILLS
<ul style="list-style-type: none"> • Bachelor's degree in Business administration, French, or related field • Min of 2 years experience in relevant role • B2 level in French required (DALF diploma preferred) 	<ul style="list-style-type: none"> • Mastery of the CEFRL • Public speaking (in French and English) • Mastery of IT (platforms, Office, etc) 	<ul style="list-style-type: none"> • Confidentiality / loyalty • Extreme organisation / rigour • Spirit of initiative / autonomy • Availability / mobility • Teamwork spirit • Dynamism / creativity • Reactivity / punctuality

WORKING HOURS
<p>40 hours per week, from Monday to Friday 8am-4pm.</p> <p>Availability on Saturdays (4-5 times a year).</p>