



Job Vacancy: Office Assistant THESE-JA001-2025

Job Title:	Office Assistant
School's profile:	The Estella School of Excellence (THESE) is a non-profit organization newly established and accredited by the Ministry of Education. THESE is dedicated to providing quality education in Liberia.
Duration:	6 months with possibility of extension depending on performance and budget availability
Location:	Selekie Avenue, Jamma Town, VOA, Brewerville City, Liberia.
Objective of the Position:	To provide efficient administrative and clerical support to ensure smooth day-to-day operations at The Estella School of Excellence, while maintaining a welcoming and organized front office environment.
Responsible to:	School Administrator
Responsible for:	Administrative Staff and Support Staff
Duties and Responsibilities:	<ul style="list-style-type: none"> Provide day-to-day administrative and clerical support to school leadership Welcome visitors and assist prospective parents with information and school tours Manage phone calls, emails, and document filing Type and prepare official school documents and letters Support marketing activities and distribute promotional materials Ensure general cleanliness and tidiness of the school compound by coordinating with support staff Assist in organizing school events and handling basic logistics Work collaboratively with staff to support smooth school operations
Education:	Minimum; diploma in business administration or related field.

Professional Experience:	<p>Proficient in Microsoft Office Suite (Word, Excel, Outlook)</p> <p>2-3 years of professional experience as an Office Assistant</p>
Language Skills:	<p>Excellent spoken and written English</p> <p>Excellent written and verbal communication skills</p>
Personal Skills:	<p>Friendly, respectful and professional demeanor</p> <p>Good interpersonal skills, Proven ability to work in a team.</p> <p>Ability to communicate clearly.</p>
Application Process:	<p>THESE is an equal opportunity employer; therefore, all qualified candidates are encouraged to apply for this position most especially candidates residing in the Brewerville Community.</p> <p>Please send softcopies of a motivation letter, CV, copies of academic papers and details of 3 professional referees/former line manager to the below email with the subject "Office Assistant THESE-JA001-2025".</p> <p style="text-align: right;">eschool.xlnt@gmail.com</p>
Application Closing Date:	May 15, 2025
Starting Date:	June 2025