

# THE AMERICAN PRESCHOOL

The  
American  
Preschool

Est. 2001

20  
Years

FLUENCY IN WRITTEN AND SPOKEN ENGLISH IS A **MUST!**  
FEMALE CANDIDATES ONLY

## CONTENT WRITER/ COORDINATOR



## ASSISTANT ADMINISTRATOR

### REQUIRED SKILLS

- The ability to handle various forms of correspondence (formal letters, E-mails, memos & WhatsApp communication) is essential.
- 1-2 years of experience in content writing is an added advantage.
- Excellent computer skills with fluency in Microsoft Office Package is essential.
- Excellent telephone etiquette, social etiquette & PR skills.
- Outstanding organizational skills.
- Should be able to coordinate with existing parents, educators and prospective families.
- **A creative flair for designing newsletters, event posters, etc. (Canva, Photoshop, Adobe illustrator)**
- An individual with a positive attitude who can confidently converse with families.
- Age between 20 - 40



### REQUIRED SKILLS

- Excellent communication skills in written and spoken English are essential.
- The ability to handle various forms of correspondence (formal letters, E-mails, memos & WhatsApp communication) is essential.
- 1-2 years of experience as an administrative assistant will be an added advantage.
- **Excellent computer skills with fluency in Microsoft Office Package are essential.**
- Excellent time management skills and the ability to prioritize work.
- Ability to create and update records and databases with personnel, financial and other data.
- Ability to maintain general office files, including teacher files, student files, and other files related to the preschools' operations
- Knowledge of basic finance.
- Age between 20 - 50+



If you are a hardworking, committed and fun individual who is passionate about being a Content writer or Admin assistant and is **fluent in her spoken and written English** please send us your résumé through the channels below.

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