



About Simson English:

Simson English Academy exists to produce confident English speakers by creating a passionate community of learners dedicated to seeing each other thrive.

Our goal is to create an environment where our students can thrive as they learn to communicate clearly and effectively. We are a small boutique English center focused on meeting individual needs for those who are learning English to further their career, to be successful at school, or to communicate with friends from around the world.

Core Values: Personal integrity, Professional service, Passionate community

Job Description: Administrative Assistant (FT)

The goal for this position is to help us keep our center operating smoothly by welcoming visitors to our center; assisting in communicating with parents, students, and teachers; and keeping the building stocked with needed supplies, equipment, and materials. In the beginning, the work will be mostly that of a receptionist, but there is room to grow into new tasks and projects in operational areas such as finance, marketing, human resources, etc.

We are looking for a friendly person who is organized and dependable and is comfortable working in English—though complete fluency is not necessary. We are hoping to hire someone who can start by the end of November. The schedule will require some hours in the evenings and on Saturday, but other mornings and afternoons will be off to compensate. The exact schedule will be determined with the input of the successful candidate. This position will be working alongside several other Vietnamese staff and also with American teachers and managers in a fast-paced but friendly environment. This job is an opportunity to work in a professional international English environment and learn and grow in other soft skills, as well.

- Greets students/parents when they come to class (reception desk)
- Answers phone, email, social media enquiries
- Schedules intro meetings and assessment tests for new students
- Assists with scheduling teachers/classes and support staff
- Enrolls new students and manages database of students/classes/payments
- Manage office supplies, office tidiness and arranges for repairs of equipment and facilities as needed
- Makes copies of lessons, flashcards, etc. (communicates with teachers about needs)
- Assists with planning and hosting of regular special events—cultural activities, service projects, etc.
- Runs errands, as necessary
- ...and other tasks as they are assigned

To apply, please send your resume and a cover letter explaining why you are interested in this position to hello@simsonenglish.com. Thank you!