



**OPENING FOR:** ADMINISTRATION EXECUTIVE

**DIVISION:** ADMINISTRATION

**LOCATION:** GILBERT BUILDING, BABULNATH, MUMBAI

### WHAT YOU WILL BE DOING

- Manage day-to-day administrative operations with efficiency, professionalism, and confidentiality.
- Coordinate calendars, meetings, schedules, internal communication, and correspondence.
- Maintain accurate records, reports, databases, and shared documentation.
- Support leadership teams, school events, guest visits, programmes, and special initiatives.
- Ensure smooth cross-department coordination while using digital tools to improve workflows and reporting.

### WHAT WE ARE LOOKING FOR

- Bachelor's degree in any discipline; administrative qualifications preferred.
- Relevant experience in administration, operations, or office management.
- Strong organizational, multitasking, and communication skills.
- Proficient in Google Workspace, Microsoft Office (Excel, Word), and digital tools.
- Knowledge of AI and design tools, such as Canva, preferred.
- Proactive, tech-savvy, and able to manage deadlines effectively.

We are looking for a creative, open-minded, organized, and proactive Administrative and Operations Executive who thrives in a dynamic school environment and embraces change and innovation.

### READY TO APPLY

- Send your resume & a brief cover letter to [mail@bis.edu.in](mailto:mail@bis.edu.in)
- When applying, use the subject line: "For the post of Administration Executive."

Work  
at  
**BIS**

## THE BIS EXPERIENCE



### ABOUT BIS

The Bombay International School (BIS) is a child-centric institution committed to provide a holistic and inclusive education. Our inquiry-based pedagogy and innovative teaching practices are designed to meet the needs of 21st-century learners.

Recognized among the top 30 schools globally for our IBDP program, BIS goes beyond academics to foster a culture of creativity, collaboration, and adaptability. We value the contributions of passionate professionals, both teaching and non-teaching, who are dedicated to excellence and innovation in education.

At BIS, our educators play a vital role in nurturing thoughtful, compassionate and globally aware learners.

If you are excited to teach and grow in an environment that values innovation and inclusivity, we would love to hear from you.

Join us in shaping the future at a school that empowers learners and educators alike in an ever-evolving world.