

Association de l'Académie
de Musique

Mountain Piano

Local principal: Route des Layeux 3, 1884 Villars-sur-Ollon

E-Mail: info@mountain-piano.ch

Site: www.mountain-piano.ch



As of February or August 2024, the academy is looking for a:

ADMINISTRATIVE ASSISTANT

Your Role

- Work with our admin and finance officer, alongside our director, in managing relevant administrative tasks involved in the daily operations of the academy. They include:
 - o Manage the academy mailbox – which includes interacting with families, partners, teachers and others
 - o Invoicing & managing accounts payable and receivable, alongside producing relevant administrative paperwork (e.g. salary statements, hours taught)
 - o Managing payroll and accounts reporting
 - o Basic accounting (such as expense reporting, salary statements)
 - o Scheduling students with teachers and respective teaching studios
 - o Managing incoming post and carrying out relevant tasks affiliated with the above

Key Competencies

- Have suitable qualifications and experience (min. 3 years) in secretarial and administrative work for an SME in Switzerland (preferably at a school/teaching institution environment)
- Strong written and spoken English and French, German would be looked upon favourably but is not essential
- Ability to work MS-word, Gmail and basic computer functions
- Ability to do basic accounting and expenses recording. It would be advantageous if the candidate has Swiss salary and payroll experience too
- Interact well in a team environment
- Understanding and experience in working with clients and their demands
- Accuracy and strong attention to detail
- Be able to work autonomously and display initiative
- Possess a strong work ethic
- Good organisational skills and ability to run a variety of tasks at once
- Strong communication skills, notably written
- A genuine interest and passion for what you do, preferably also in music and teaching

We offer

- Salaried employment or third party status at a renowned teaching institution
- Competitive salary, social contributions (if not third party)
- A creative, international and artistic environment

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- Lots of flexibility and ability to work fully remotely or in our office
- Participation in our interational exchanges (Austria, UK, South Africa, Cambodia & Israel)

Dates worth noting

- **Final deadline for application: 10. January 2024**
- Interviews and trials will occur face to face in January and February 2024

Feel free to discover our website for more info on the academy: www.mountain-piano.ch

Thank you for sending your entire dossier with work references and a CV in pdf to Mr. Sam Bidwell, our Director at info@mountain-piano.ch. He remains at your disposal for any questions, and we look forward to receiving your application!!!