

Receptionist and Administrative Assistant

Location: Raoul Wallenberg International School, Palma, Mallorca, Spain

Salary and Benefits: Salary: €20,000 gross per year

Employment Type: Full-time

Position: Receptionist and Administrative Assistant

Reporting to: Business and Operations Manager

Visa Requirements: Candidates must be an EU/EEA/Swiss citizen or have a work Visa to apply. We are unable to organise work and residence permits

Deadline for applications: Applications will be reviewed on an ongoing basis and applicants are encouraged to apply ASAP.

Start date: ASAP/upon agreement

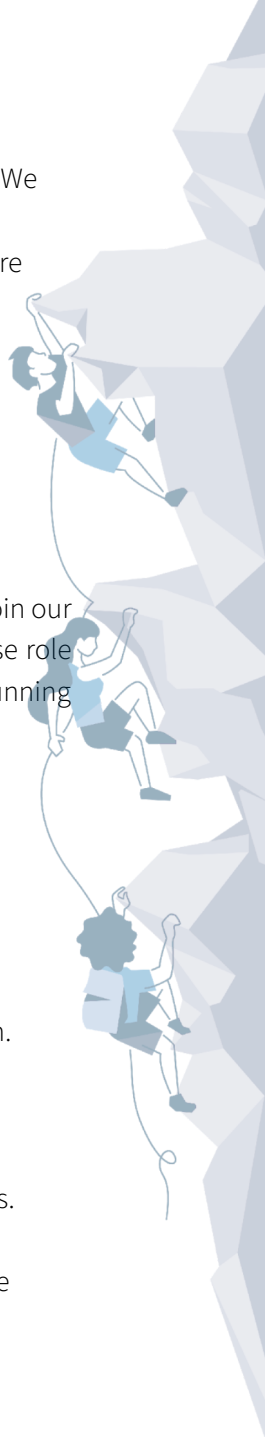
Enquiries/applications: hr@rwiss.es

About the Job

Raoul Wallenberg International School (RWIS) is looking for a Receptionist & Administrator to join our administrative team in Palma de Mallorca. This is a hands-on administrative and front-of-house role within an international school. The successful candidate will be responsible for the day-to-day running of reception while providing practical administrative support across the school.

Key responsibilities

- Managing the school reception and welcoming students, parents, staff and visitors.
- Handling phone calls, emails and day-to-day enquiries.
- Supporting school administration and maintaining accurate records and documentation.
- Assisting with invoicing, payments, basic financial administration.
- Supporting student and family records and administrative processes.
- Assisting with staff and school-related administrative tasks.
- Coordinating practical matters such as access cards, keys, documents and appointments.
- Communicating with families and suppliers when required.
- Providing general administrative support to ensure the smooth day-to-day running of the school.



About you

We are looking for someone who is organised, reliable, practical and comfortable working across a wide range of administrative tasks.

The ideal candidate will:

- Have excellent organisational and communication skills.
- Be confident dealing with parents, students, staff and external contacts.
- Be comfortable handling administrative and financial tasks with accuracy and attention to detail.
- Be able to work independently while also being part of a team.
- Have a proactive and practical approach to solving day-to-day issues.
- Be comfortable working in an international and multicultural environment.
- Be fluent in both English and Spanish. Additional languages are a plus.
- Currently based in Mallorca and available to work in person in Palma de Mallorca.

Introduction to Raoul Wallenberg International School (RWIS)

Raoul Wallenberg International School Palma (RWIS) is a values-driven learning environment committed to fostering future-focused, inquiry-based education. Guided by the values of honesty, compassion, courage, and drive, we provide a nurturing yet challenging space for students to thrive academically and personally. Located in the stunning setting of Mallorca, Spain, RWIS is dedicated to empowering learners from diverse backgrounds to become ethical leaders and global citizens.

