

Work at NATIONS!

Position: Administrative and Operations Assistant

Section: Early Childhood Education - Administrative

Application Deadline: August 25, 2025

Start date: September 1, 2025

Main responsibilities: Supervise and guide interns in their daily routines. Enter and monitor purchase orders in the system, tracking deadlines, deliveries, and inventory control. Receive and organize materials and supplies, ensuring proper distribution and updated inventory management. Support the Operations Coordinator in identifying maintenance needs, carrying out operational improvements, organizing safety drills, and managing field trip logistics. Contribute to the safe and efficient flow of students, in compliance with the School's safety policies. Provide support to the infirmary and administrative department, overseeing reprography and binding routines. Maintain effective communication with families and internal staff, as well as assist with document, file, and correspondence control. Support the Administrative and Financial Management in activities related to the position.

Requirements: Bachelor's degree in Business Administration or related fields. Fluent English. Previous experience in administrative or operational roles. Strong organizational and process management skills. Knowledge of purchasing and inventory management systems, as well as Google Workspace tools. Proactivity, flexibility, and a sense of urgency. Experience with the TOTVS RM system and prior work in educational institutions are considered assets.



School of the Nations
Escola das Nações

Equal Employment Opportunity

We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable laws.

All employment-related decisions, including hiring, retention, and promotion, are based solely on an individual's qualifications, performance, skills, and merits relevant to the job requirements.

We encourage people with a disability to apply.

How to apply

Please send your résumé and a letter of professional reference to our Human Resources department at recrutamento.externo@edn.org.br by august 25, 2025.

Please add the position you're applying for to the email subject.

We seek caring, dedicated professionals to contribute to our school community by making a difference in our students' lives.



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The School

School of the Nations is an international, private, not-for-profit, coeducational school. We are accredited internationally by New England Association of Schools and Colleges (NEASC), and nationally by the Secretary of Education of the Federal District. We provide a rigorous academic curriculum complemented by our moral education program, the arts, and sports. Moral education fosters students' understanding of the dynamic role they play in constructing a peaceful, just, and sustainable society. Students may take preparatory and university-level classes and earn the Brazilian, American, and AP Capstone® diplomas.

Our History

School of the Nations was established as a place where children from different countries of diverse backgrounds could build a learning community where they could learn to live peacefully together as “world citizens” in a safe, healthy, happy environment while excelling academically through a challenging, college-preparatory curriculum enriched by values and ethics. Our Founders' vision became reality on September 1, 1980.

The school opened with only 17 students and three rented classrooms in the recently built Independent British Institute (IBI). By 1981, the School had grown to 37 students, and classrooms occupied an entire wing of the Presbyterian Institute in Lago Sul, Brasilia. Over the next three years, School of the Nations would grow to serve nearly 100 students. In August 1987, the School, with its 140 students, moved to its current location, on a beautiful campus in a peaceful neighborhood in Brasilia. In 2002, we inaugurated our second campus, just across from the first, to host our Early Childhood Education program for students from 2 to 6. Our community and school continue to grow. Today, School of the Nations educates over 700 students.

Mission

Educate students to be world citizens based on standards of academic and ethical excellence to develop their capacities to know, love, and serve humankind.

Vision

School of the Nations strives to be exemplary among Brazilian and international schools for its commitment to world citizenship and for helping young people develop outstanding academic, ethical and spiritual qualities and a clear understanding of their roles in building a better world.

Accreditation

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