



JOB OPENING

PART-TIME ADMINISTRATIVE ASSISTANT

GOETHE-INSTITUT MANILA

START DATE: June 2026

The Goethe-Institut is the Federal Republic of Germany's cultural institute with a worldwide network. It promotes the learning of the German language abroad and encourages international cultural exchange. It also fosters knowledge about Germany by providing information on its culture, society and politics.

Goethe-Institut Manila is looking for a part-time Administrative Assistant starting June 2026.

TASKS

- Assist in exam registration.
- Coordinate and organize bookings and logistics for conducting exams.
- Assist during exams in Metro Manila.
- Provide general customer service.
- Carry out general administrative tasks in relation to exams.

WORKING HOURS

- 20 hours weekly (flexible)
- must be available to work on-site at our Makati office from Mondays to Fridays, between 7AM to 4PM

REQUIREMENTS

- Must possess at least a High School Diploma
- Advanced verbal and communication skills
- Able to converse in English and Tagalog
- Must be trustworthy and responsible.
- Team-player with good communication skills
- Exceptional attention to detail and accuracy
- Strong ability to multitask and prioritize tasks effectively
- Ability to work independently and collaboratively in a team environment
- German language skills are an advantage

Deadline for application: 18 May 2026

www.goethe.de

Kindly submit your application to
projapplication-manila@goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.