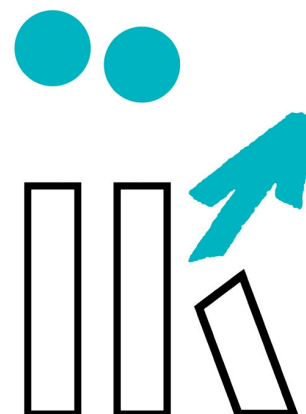


Test Center Administrator



Company: IIK e.V.

Location: HHU & FH Düsseldorf

Description

The IIK has an immediate opening for a **Test Center Administrator (TCA)**.

The IIK e.V. is a leading provider of computer- and internet-based testing and assessment services for academic licensure. The position entails all facets of administering exams including, but not limited to, site opening and closing (including maintaining security at the testing facility by ensuring all locks and security systems are properly used - the TCA will be responsible for holding the keys to the testing facility) warmly greeting and checking in candidates, verifying identification, proctoring, complying with policies, practices and procedures, and protecting the security of the exams and the environment. All tests are taking place on Fridays and weekends.

Candidate Qualifications:

- Strong customer service experience
- Excellent verbal and written communication skills in German and English
- Ability to work as part of a team
- Ability to follow directions (verbal as well as written)
- Professional demeanor in attire and conduct
- Advanced PC skills (WindowsXP/2000/7, IE9, Windows audio settings)
- Ability to file irregularity reports for unusual situations or complaints
- Must be able to learn to operate a webcam, support chat, test administration system as required
- Confirm the days available for work up to two weeks in advance

To receive a response you MUST:

- Provide a mobile telephone contact number
- Provide an email address
- CV

Send your résumé via email to: **stellen@iik-duesseldorf.de**

Institut für Internationale Kommunikation (IIK e.V.), Tomislav Grabić / Test Center Manager