

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: COMPLIANCE OFFICE SPECIALIST

CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

The position will provide administrative support to the Compliance Office. The responsibilities will primarily be clerical in nature, but will vary widely dependent on the needs of the Compliance Office.

SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Legal Affairs and Government

QUALIFICATIONS:

- Bachelor Degree.
- 3-4 years of experience in an administrative role, compliance, or operations support role..
- Fluent in both English and Mandarin (spoken and written)
- Strong computer skills, particularly in MS Office (Excel, Word, PowerPoint).
- Demonstrated ability to manage and organize complex documentation with accuracy and attention to detail.
- Strong interpersonal and communication skills, with the ability to represent the School professionally with parents, government officials, and external stakeholders.
- Highly organized, proactive, and self-motivated, with the ability to prioritize, multi-task, and work independently.
- Flexibility to support ad-hoc operational or government-related activities, including occasional commitments outside regular working hours.

PERFORMANCE RESPONSIBILITIES:

- Provides administrative and operational support to the Compliance Office in accordance with School policies and procedures, ensuring the smooth daily operation of compliance-related activities.
- Manages and maintains centralized compliance and corporate records, including but not limited to government permits and licenses, land ownership certificates, contracts, and statutory documentation.
- Supports the renewal of business licenses and key certificates, and assists in the preparation and submission of annual inspection reports for the School and related entities.
- Organizes and governs archived records through systematic classification, indexing, scanning, retention, storage, and scheduled purging, ensuring records are accurate, complete, and audit-ready.
- Develops and maintains master tracking logs or registers to monitor document status, ownership, validity periods, renewal cycles, and approval workflows, enhancing transparency and operational efficiency.
- Assists with government liaison and stakeholder coordination, including attending government meetings as required, supporting customs clearance processes, preparing and filing applications and documentation, and assisting with visits and reception of government officials.
- Provides administrative support for school insurance matters, including policy documentation, renewals, and record maintenance.
- Assists in reviewing contracts for goods, services, and consultancy agreements, and manages the stamping, execution, and final archiving of contracts throughout their lifecycle.

SHANGHAI AMERICAN SCHOOL

- Supports the identification, assessment, and monitoring of compliance risks, and contributes to the continuous improvement of risk management systems and procedures.
- Assists with safety-related matters, including participation in safety inspections, hazard identification, follow-up on corrective actions, and maintenance of related documentation.
- Supports the drafting, updating, and maintenance of safety management systems and emergency response plans, and participates in the organization and implementation of emergency drills.
- Provides professional and responsive support to internal and external stakeholders as required.
- Performs additional duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.