

# SHANGHAI AMERICAN SCHOOL

## Job Description

**TITLE:** EXECUTIVE ASSISTANT TO HEAD OF PUXI CAMPUS  
**CONTRACT DAYS:** 210

### POSITION SUMMARY:

The Executive Assistant extends the effectiveness of the Head of Campus by performing a wide range of duties that create efficient day-to-day office operations, rapid responsiveness to stakeholder inquiries and requests, and provides support to ensure the smooth operation of the leadership team.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Head of Puxi Campus

### QUALIFICATIONS:

- At least 5 years successful experience working in the capacity of an Executive/Administrative Assistant;
- Strong organizational skills with the ability to successfully multi-task and complete tasks;
- Excellent knowledge of office management systems, protocols, and procedures;
- Attention to detail and creative problem-solving skills;
- Excellent time management skills and the ability to prioritize (and reprioritize) work;
- Excellent written and verbal communication skills (bi-lingual English and Chinese would be ideal);
- Discretion in dealing with sensitive and confidential information;
- Proficiency in MS Office (Word, Excel, PowerPoint) and the set-up of audio/video technology
- Positive disposition and “can-do” attitude with a willingness to continue to develop knowledge and skills.

### KEY RESPONSIBILITIES:

#### COMMUNICATION:

Speaking, listening, and writing in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques, the Executive Assistant:

- Answers phone, email, and in-person inquiries professionally and effectively resolves simple matters at this initial stage of contact OR appropriately directs the inquiry to the right source or person;
- Assesses problem situations to identify the level of importance, urgency and risks, causes, and gathers and processes relevant information, generates possible solutions, and when able, makes recommendations and/or resolves the problem;
- Anticipates, understands, and responds to needs of internal and external customers within organizational parameters in a professional and timely manner

#### ADMINISTRATIVE RESPONSIBILITIES:

Setting priorities and developing a work schedule, the Administrative/Executive Assistant self-monitors and makes adjustments accordingly to ensure smooth work flow in the office and adherence to timelines/deadlines with responsibilities, as follow:

- Organizes and schedules appointments, and anticipating potential conflicts, makes adjustments to the schedule commitments accordingly;
- Prepares meeting agendas, takes detailed meeting minutes (as needed), and readies/distributes files and meeting materials in advance;
- Writes, posts, and/or distributes email, memos, letters, agendas, reports, surveys, meeting minutes, etc.;

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- Develops and maintains an effective and efficient filing system (physical and electronic);
- Maintains an annual calendar of events, annual surveys, and reports due with an early identification system for providing adequate planning, logistical, and/or notification time in advance;
- Organizes events, meetings, etc. and all related logistical details in a timely and cost-effective manner;
- Books travel and/or conference arrangements;
- Reconciles travel, expense, and other accounts and produces required reports, as needed;
- Liaises and works collaboratively with other executives and their assistants to facilitate an efficient work flow among the executive/managerial team and builds positive working relationships in the workplace

## **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.