

SHANGHAI AMERICAN SCHOOL

TITLE: MARCOM ADMINISTRATIVE ASSISTANT
CONTRACT DAYS: 210

POSITION SUMMARY:

The Administrative Assistant supports the Director Marketing and Communications and the work of the department.

SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Marketing & Communications

QUALIFICATIONS:

- Bachelor degree in Communications, Business, or related field
- Minimum of three years related work experience
- Native Chinese speaker
- Fluent in oral and written English
- Proactive communication and strong interpersonal skills
- Excellent planning and organizational skills
- Detail oriented and comfortable with complexity
- Able to exercise judgment and problem solve
- Able to prioritize and multitask
- Able to take on new tasks, interact with high level leaders, and work in a fast paced and urgent environment
- Available in evenings if necessary
- Proficient in PowerPoint, Word, and Excel

PERFORMANCE RESPONSIBILITIES:

- Support Marketing and Communications Director in daily business, such as transportation booking, meeting scheduling, reimbursements, administrative arrangements, etc.
- Support functioning of Marcom office, such as ordering supplies and planning events
- Liaise with Purchasing and manage PO process for Marcom related items and services, such as Eagle Shop merchandise, event participation, office supplies, posters, etc.
- Assist with routine Marcom tasks, such as managing master list of email list permissions and monitoring Communications inbox and forwarding messages to appropriate owner
- Coordinate and plan events such as Founders Week, Senior Breakfast, etc.
- Prepare and follow Marcom contract paperwork for marketing vendors and ads
- Liaise with other departments and divisions as necessary
- Organize Pudong and Puxi offices, equipment, and storage room
- Organize structure and archiving of online shared file system
- Organize cross campus deliveries and receive deliveries to office
- Track follow up of contracts, POs, deliveries, printing, etc. in progress
- Other duties as assigned

SAS BELIEVES:

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

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or 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.