

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** EXECUTIVE ASSISTANT TO DIRECTOR  
OF MARKETING & ADVANCEMENT

**CONTRACT DAYS:** 210

### POSITION SUMMARY:

The Executive Assistant extends the effectiveness of the Director of Marketing & Advancement 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 team.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Marketing & Advancement

### 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.
- ▶ Available occasional evenings & weekends if necessary.
- ▶ Prior experience in Marketing, Communications, or related field would be ideal.

### 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

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## **ADMINISTRATIVE RESPONSIBILITIES:**

Setting priorities and developing a work schedule, the 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 reads/distributes files and meeting materials in advance;
- ▶ Writes, posts, and/or distributes email, memos, letters, agendas, reports, surveys, meeting minutes, etc.;
- ▶ Develops and maintains an effective and efficient filing system (physical and electronic);
- ▶ Maintains an annual calendar of events and reports due with an early identification system for providing adequate planning, logistical, and/or notification time in advance;
- ▶ Organizes large-scaled 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;
- ▶ Manages team budget and processes reimbursements timely;
- ▶ 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

## **OFFICE/OPERATION RESPONSIBILITIES:**

- ▶ Manage both Puxi & Pudong office locations.
- ▶ Evaluates processes and adjusts to streamline and/or improve efficiency.
- ▶ Manage purchase process for publications, signs, banners, posters, applications etc. Collaborate with Purchasing & other departments to manage entire process.
- ▶ Manage systems (brand assets, photo categorization, timesheets, name plate ordering, etc.) to support all user needs.
- ▶ Manage office inventory and equipment (including high value equipment).
- ▶ Liaises and works collaboratively with faculty, staff, parents & alumni to foster a strong working relationship between Marketing/Advancement and the community, facilitating effective communication and collaboration.
- ▶ Supports and assists for Alumni, Parents, Donors, Admission or Schoolwide events. Including location selection, event planning, booth/signage requirements, food ordering, wine/drinks purchasing within the provided budget and arranging set up, etc.
- ▶ Supports setting up Surveys to collect feedback from stakeholders (Parent, Alumni, Donors, etc.). Works with Tech to conduct a thorough analysis of survey data and distribute reports.
- ▶ Supports recruitment processes for office. Collaborates with HR to facilitate recruitment arrangements for new hires and supports the onboarding process for new hires, working closely with HR and other departments to ensure a smooth transition for new hires.
- ▶ Establishes connections for partnerships and collaborations with companies. Serves as a point of contact for company representatives, ensuring effective liaison and follow-up on logistics.
- ▶ Coordinates logistics for VIP visits and arranges visits to companies as required.
- ▶ Other reasonable duties as assigned.

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## **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.