

## **JOB PROFILE**

**POSITION:** Personal Assistant to Elementary School Principal

**START DATE:** 1<sup>st</sup> July 2017

**JOB LOCATION:** Beijing (Daystar Academy: Sanlitun Campus)

**REPORTS TO:** Elementary School Principal

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### **Responsibilities and Duties**

- Interpret and translate for the Elementary School Principal
- Gather each department's weekly agenda form, take meeting minutes, keep records of decisions made in the meeting including action plan and the deadline
- Follow up to ensure decisions are properly understood and are being carried out on time
- Report delays and unforeseen problems regarding decisions to the Principal
- Research on facts and information to prepare the Principal to make decisions
- Assist the Principal in preparing presentations and reports
- Manage Principal's schedule, prepare venue, provide information and materials for meetings, remind participants, remind the Principal of coming appointments, events and commitments
- Represent the Principal in meetings as required
- Check the Principal's email messages as required, advise him/her on any news or information he/she should know or whether a reply is necessary, and draft replies as required by the Principal
- Answer the Principal's extension or mobile phone when required by the Principal
- Maintain the Principal's filing system, especially confidential and legally binding documents
- Make national and international travel arrangements for the Principal as required
- Receive and greet visitors, providing hospitality as required
- Ensure that refreshments are served to the Principal, plus to participants in long meetings
- Ensure that the Principal's office is kept clean and tidy fitting his/her position
- Ensure apartment utilities are paid on time and apartment maintenance is attended to promptly
- Check with staff or parents wanting to walk in to see the Principal regarding the nature and urgency of their meeting
- Other reasonable duties decided by the Principal
- Observe at all times strict rules of confidentiality appropriate to the post

## **Qualifications and Requirements**

- Minimum of bachelor's degree is required majored in Business, English or Administrative Management
- Minimum of three years work experience (education industry preferred)
- Fluent in spoken and written English
- Thorough understanding of meetings procedures, agendas and minute taking
- MSOffice and Internet browsing skills are a must as well as accurate and efficient ability
- The right candidate will be, efficient, discrete, self-motivated, highly organized, proactive and a very good communicator. In addition, the successful candidate will be expected to be flexible in assisting the administration team as well as the senior management team

## **HOW TO APPLY**

If you are interested in this role, please send your application to [recruiting@ivygroup.org](mailto:recruiting@ivygroup.org) . Please indicate the position you are applying for in your email. Should you need more information on our campus, please check out our website at [www.ivyschools.com](http://www.ivyschools.com) .