**Administrative Assistant**

**To V.P. of Shutoon English / President of Keith Global**

**Qualifications**

1. Effective verbal and written bilingual (Chinese and English) communicator.
2. Understanding of Chinese and American cultures.
3. Organized with a tendency to build repeatable systems.
4. Embraces responsibility and enjoys solving problems.
5. Energetic with a strong work ethic.
6. Attentive to details and capable of accurate record keeping.
7. Enjoys working with and around students and parents.
8. Successfully juggles multiple tasks simultaneously.
9. Capable of practical technical support for communication tools (computer, phone, etc.).
10. Has ability to develop presentation materials.
11. Capable of planning and hosting events.
12. Has a heart for China and desire to make a significant difference.

**Responsibilities**

1. Translation
	1. Public presentations and internal leadership meetings
	2. WeChat groups and daily life interactions
2. Scheduling
	1. Maintain schedules and calendars for all SE and KG activities
	2. Responsible for necessary communication and coordination in all directions
3. Technical Support
	1. WeChat, Email, Skype, Facetime, DD
	2. Phone (China & USA), software, printer, files
4. Guest Relations
	1. Visit planning and coordination, host/hostess responsibilities
	2. Budgets, reports and reimbursements
5. Travel Group Relations
	1. Trips to USA planning and coordination
	2. Budgets, reports and reimbursements
6. Foreign Teacher Support
	1. Translation of HR communication for Shutoon English
	2. Coordination of meetings and professional support
7. Club America Management
	1. Schedule management and supervision of personnel
	2. Budget, reimbursements, support systems
8. Public Relations
	1. Publication planning, inventory, distribution
	2. Printer, translator coordination
9. Record Keeping
	1. Budgets and expense reports, receipts, reimbursements
	2. Financial projections, administrative records
10. General Support
	1. Programs: SE#1 Summer Camps, USAnet#1 placement service
	2. Personal: Banking, medical, travel

**Compensation**

1. Salary based on experience and competencies
2. Housing, transportation, food allowance, vacation time
3. Professional growth opportunities