Executive Assistant (Bilingual Mandarin Chinese/English)

Status: Full-Time, Calendar Year

Overall Objectives
Providing support to the Executive Director and contributing to the success and excellence of the school.

Principal Roles & Responsibilities

- Answers and responds to phone calls, communicates messages and information to the Executive Director in a timely fashion.
- Prepares and sends communications on behalf of the Executive Director.
- Maintains comprehensive and accurate records.
- Organizes calendars, schedules and prepares for meetings and other events.
- Conducts research, compiles reports, and prepares presentations as directed.
- Coordinates with other administrative staff for planning and execution of events and activities.
- Attends school events and activities as directed by the Executive Director.
- Performs other tasks as delegated by the Executive Director.

Professional Conduct

- Must model and encourage all behavior outlined by the Board approved Professional Conduct Policy.
- Maintains a professional image; completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals; requiring minimum supervision and direction.
- Takes responsibility for own actions; ensures a positive working environment for all staff.
- Demonstrates a commitment to the organization.

Recommended Qualifications

- Minimum: Bachelor’s degree required, Master’s degree preferred. Experience working in a school environment and/or as an administrative assistant preferred.
- Native fluency and bi-lingual in Mandarin Chinese and English required.
- Ability to filter, prioritize, exercise acumen, and maintain confidentiality.
- Excellent communication, interpersonal, organization, and time-management skills.
- Ability to pay attention to detail, to multi-task, and to work independently.
- Computer literacy and adept at Microsoft Office and Google Suite.

Employment Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary: Competitive, performance-based increases, generous benefits package

Start Date: July 1, 2022

To apply: Send Cover Letter, Resume, and Application for Employment to HR@yinghuaacademy.org

Yinghua Academy is an Equal Opportunity Employer