



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)

## POSITION:

### Personal Assistant – Institute of Learning (IoL)

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#### ABOUT US

Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 150 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive: our Wellington identity. This will be based on a model of holistic education and a pastoral provision that establishes the values and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College by creating a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive in an ever-changing world.

Wellington College China currently comprises colleges located in Tianjin, Shanghai and Hangzhou. Together they serve approximately 4000 pupils. The colleges are:

Wellington College International Tianjin

Wellington College Bilingual Tianjin Nursery

Wellington College Bilingual Tianjin A Level Centre

Wellington College International Shanghai

Wellington College International Hangzhou

Huili School Shanghai

Huili School Hangzhou

Huili Nursery Shanghai

Huili Nursery Hangzhou

Wellington College China is committed to making professional learning and personal development central to its ethos and approach. Wellington College China fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the school.



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Basic Information

<b>JOB TITLE</b>	IoL PA	<b>DEPARTMENT</b>	Wellington College China Central Office – Institute of Learning
<b>SUPERVISOR</b>	Project Manager (Dotted line to Executive Director of Institute of Learning)		

**OBJECTIVES**

We are seeking a PA to provide support to the Institute of Learning, also as the PA to the Executive Director of IoL. The PA will support to maintain an efficient office that emphasizes organisation, professionalism, flexibility and teamwork. The role will take administrative duties involved in various functions of the setting, under the guidance from the supervisor.

**KEY RESPONSIBILITIES:**

1. Coordinate and arrange internal and external meetings, and take minutes as necessary;
2. Arrange office related business travel for the Directors, domestic and overseas, including booking flight, hotel, local transport, and arranging schedule as necessary;
3. Support office led training across the Colleges in China, including schedule and logistics arrangement and room setup;
4. Assist the teacher training programme, including meetings and interviews arrangement;
5. Support preparatory work to host important visitors to the office;
6. Translate documents for central office related business as necessary;
7. Interpret for the IoL directors as necessary;
8. Liaise closely with the project manager to assist in delivering on IoL projects; with a focus on internal communications and operations;
9. Process office related payment to vendors if any;
10. Assist in sending greeting cards and WCC promotion materials to office key contacts;
11. Assist in office internal activity preparation;
12. Receive walk-in visitors and respond office phone queries;
13. Other assigned work as the PA requested by the line manager;
14. Other administrative work in the office.



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## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	<b>Education</b>	Bachelor's degree
	<b>Major</b>	Administration, English, Education or related major
	<b>Language</b>	Native Chinese speaker and fluent in English, TEM-8 / IELTS 7.0 or equivalent certificate
<b>EXPERIENCE</b>	<b>Working Experience</b>	A minimum of 3-year relevant experience
<b>EXPERTISE</b>	<ul style="list-style-type: none"><li>• Good communication in English and Chinese</li><li>• Strong interpersonal skills</li><li>• An excellent track record in administrative work with office management experience</li><li>• Advanced knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint)</li><li>• Initiative, resourceful, very organised, and with high sense of responsibility</li></ul>	
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"><li>• International and bilingual school working experience is a plus</li><li>• Cross-cultural working experience is preferred</li><li>• Strong passion for the education industry</li><li>• Strong track record of solving complex problems, strategic thinking and delivering significant impact</li><li>• Personal integrity, accountability and credibility</li></ul>	