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**Job Description – Executive Secretary to the Board of Directors**

Department: Board Secretary Office Report to: Chairman of Board of Directors

 **Position Summary**

Under direction, the executive secretary to the board of directors serves as the principal aide or assistant and performs complex administrative clerical and confidential secretarial support duties related to the work of the Board of Directors as required.

* Prepares for meetings by making arrangements for time, participants, location of meetings, distribution of copies of agendas, and the assembly of background material for agenda items to notify participants of the business and topics to be discussed at meetings.
* Coordinates exchange of information between board members, staff, and applicants by selecting and organizing forms, documents, and presentation of written information to assist applicants with their requests or questions.
* Writes summary of pertinent information from minutes of meeting by extracting relevant and important information and writing summary easily readable by others to preserve information and promote information exchanges between persons needing the information.
* On own initiative, follows up on results of meetings by notifying applicants or others of action taken by board members by contacting applicants by phone or letter to inform them of official action taken or determination made.
* From general instructions and delegated authority or on one’s own initiative, composes correspondence by answering questions pertaining to procedures for filing and complying with regulatory requirements for conducting business with a government body or representatives (for example, permits and approvals, presentation of documents, fee requirements) to relieve board and other staff members of the more routine office activities.
* Receives and reads incoming correspondence, documents, or reports to screen those which can be handled personally and to forward those requiring action by board members or other staff members.
* Reviews documents such as applications, permits, forms, and outgoing correspondence to verify name and address or detect missing or illegible entries to call to the attention of applicant any conflict or discrepancy in file or to resolve any procedural conflict.
* Reviews information given on forms submitted by applicants or contained in documents for completeness or accuracy by noting where information is missing or inappropriate.
* Clarifies information with persons submitting forms.
* Adds, deletes, and corrects information to ensure that required information is available to board members and staff and is accurate and complete.
* Confers with document originator or applicant or engineering liaison personnel to resolve discrepancies in completeness of document, (such as blueprints or drawings) and compiles required changes to documents to meet procedural requirements.

**Preferred Qualification**

* Master’s Degree or above;
* Five years of clerical experience involving the organization of office clerical processes and procedures or as a secretary to an executive or administrative official in a public or private organization.
* Knowledge fluency of proper Chinese and English, grammar, spelling, punctuation, and required formats to type material in final form.
* Excellent communication, coordination, and management skills;
* Overseas educational or experience;
* Ability to travel internationally.

**岗位书 – 理事会秘书长**

部门：理事会秘书办公室 汇报：理事会理事长

**岗位职责：**

承担各项与理事会事务相关的行政和文书工作及机要秘书工作。

* 安排、组织会议，包括统筹会议时间、与会人员及会议地点。分发会议议程，会前通知与会人员相关议题，并做好会前材料的整理工作 。
* 确保理事，职员，和会议议题申请人之间信息沟通有无。筛选整理表格、文档、书面报告等信息，协助申请人的议题申报。
* 能够将会议纪要相关重要信息提取并写成会议总结，以供阅读参考。
* 理事会会议后的跟进工作，通过电话或者信件通知申请人在理事会上做出的决定和事项。
* 根据领导要求起草信件解答各类问题，包括与政府部门往来的文档要求类的问题，（如许可证和审批，单据，经费需求），帮助理事和职员减轻日常办文工作负担。
* 接受并处理各类来信、文件和报告，通过筛选，将个人无法处理的邮件转发给理事或其他职员处理。
* 审核申请表、许可证、表格和对外信函，检查姓名、地址或缺失、字迹模糊的条目。提醒申请者文件中任何冲突或不一致的地方或帮助解决程序上的冲突
* 将申请者提交的表格或文件内容进行审核，提醒申请者缺失和不恰当的地方，确认信息的完整和正确。
* 与表格申请人确认所提交的信息。
* 添加、删除、或纠正信息，确保向理事和职员提供的信息是正确和完整的。
* 与文档起草者或申请人或工程联络人员解决文档完整性的差异，（比如模板或图纸），并根据程序要求调整文档。

**优先条件：**

* 硕士及以上学历；
* 五年以上的办公室文职工作经验，熟悉办文流程，或曾在公立或私立机构里担任行政官员或总经理秘书工作
* 优秀的中英文口语及书写沟通能力
* 良好的沟通、协调和管理技能
* 具有海外教育背景和生活背景
* 能赴海外公务出差