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**Job Description – English Secretary （Confidential Secretary）**

Department: University Affairs Report to: Director of University Affairs

 **Position Summary**

* Drafting different types of English administrative documents of university-level, including work plan and summary, notification, reporting materials in English and so on; drafting English speeches, letters and making PPT for the leadership;
* Proof-reading English reports and correspondence drafted by other administrative departments, sending and receiving documents and reply if necessary;
* Responsible for recording important meetings of university level in English, and summarize into meeting minutes;
* Receive and pass around information, maintain files, and log in the e-government platform of provincial education department and municipal government every day to deliver important information to relevant leaders. Receive confidential files inside and outside school. Sort out, convey, checkup and return, file and destroy documents according to security regulations;
* Dispatch school administration official documents, endorse the dispatching of documents according to the operation flow, and sequence as well as register the dispatching number of documents. In charge of the using of the school stamp, school leader personal stamps, certificate of public institution with legal entity and organization code. Responsible for the examination and engraving of stamps for departments. Receive, dispatch and convey fax.

**Qualification**

* Bachelor or above, in Chinese or English major.
* Be equipped with strong writing skill both in Chinese and English.
* Be familiar with document writing style, be good at the computer office system using.
* Have strong communication skills, coordination ability, service and overall awareness. Possess rigorous attitude, a strong sense of responsibility and confidentiality.

**Preferred Qualification**

* Candidates with good English skills and relevant work experience are preferred.

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**岗位职责-英文文秘兼机要秘书**

所属部门：校办 汇报机制：校办主任

岗位职责：

1. 起草学校层面各类英文行政公文，包括常务副校长或其他领导需要的汇报材料、讲话稿、信函、PPT等，以及英文类的总结或通知等公文；
2. 审核其他职能部门起草的英文报告、函等，负责与其他职能部门的英文文书对接；
3. 负责学校重要会议的英文记录，并整理成会议纪要；
4. 兼顾学校的收文、传阅和保管工作，每天及时登陆省教育厅、市政府电子政务平台，收到重要信息及时向相关领导反馈。负责校内外机要文件的收文办理工作，按照保密规定，做好整理、传递、清退、立卷归档及销毁工作。
5. 负责学校行政公文的发文工作，根据发文流程做好文件的签发工作，做好文件发文字号的编排登记工作。负责学校印章、校领导私章及事业法人证书、组织机构代码的管理和使用，负责校内各部门印章的审核和刻制。负责学校传真的接收、办理、转达等工作。

必备条件：

1. 英语语言文学或汉语言专业本科及以上学历，学士及以上学位；
2. 有较强的英文写作能力，英语听、写熟练，中英文俱佳；
3. 熟悉公文写作格式，熟练使用办公软件；
4. 有较强的沟通能力、协调能力、服务意识，坚持原则、做事严谨、有责任心，具有保密精神。

优先条件：

1. 英语基础良好，有英文文秘相关工作背景者优先考虑。