

## Job Description: Board Office Assistant 职位说明：董事会办公室助理

### Position goal 职位目标

Support the Board and the Board Chair's daily work as requested by the Board Secretary.

根据董事会秘书的要求，支持董事会以及董事会主席的日常工作。

Direct reporting to Board Secretary.

汇报对象：董事会秘书

### Responsibilities 岗位职责

**1. Under the leadership of Board Secretary, coordinate and support the Board meetings, trainings and other Board activities**

**在董事会秘书的领导下，组织与安排董事会会议、董事会培训及董事会相关活动**

- a. Plan and coordinate the time for Board meetings, trainings and activities  
计划并协调各项会议、培训及活动时间
- b. Assist with the Board Meeting agenda and documents drafting  
协助会议议程和相关会议材料的起草
- c. Assist with meeting logistics, translation and meeting minutes  
协助会务安排、会议翻译并整理会议纪要
- d. Maintains up-to-date files and database for the Board.  
对董事会重要文件和数据及时有效更新存档
- e. Organize Board members' visits  
协助安排董事会成员到访
- f. Draft the board related documents and letters  
撰写董事会相关文件与信函
- g. Collaborate in the establishment and update of Board policies and legal documents  
协助建立和更新董事会相关政策与法律文件

**2. Support Board Secretary to organize and coordinate Board interactions with senior leaders, other departments, YueCheng Group and external guests.**

**协助董事会秘书，组织协调董事会与高层领导、其他部门、乐成集团及外部嘉宾的互动交流。**

- a. Plan and coordinate the time and agenda for meetings  
计划并协调各项会议时间及内容
- b. Prepare for meeting reports, PPT and materials  
提前安排会议议程并组织相关会议材料，报告，演示文稿等

- c. Assist Chief Officers in preparing bilingual reports, PPT, and related documents for the Board Meetings  
协助首席官准备董事会相关中英双语的报告，演示文稿及相关文件
- d. Be responsible for meeting logistics, translation, and meeting minutes.  
负责会务安排、会议翻译并整理会议纪要
- e. Projects involvement and support if requested  
项目的参与和支持（如有需要）

**3. Perform other duties assigned by the Board Chair and the Board Secretary.  
完成董事会主席和董事会秘书交办的其他工作。**

*NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.*

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。

**Qualifications 任职资格**

- 1) Excellent communication skill in Chinese and English. Solid translation and interpretation skills.  
出色的中英双语沟通能力以及坚实的翻译功底
- 2) Computer literacy, skilled in office software, like word, excel, PPT...  
熟练使用办公软件，如 word, excel, PPT 等
- 3) Bachelor's degree or above, English, administration or other related majors.  
本科以上学历，英语、行政管理或其它相关专业
- 4) One to three years relevant working experience, outstanding fresh graduates also eligible.  
一至三年相关工作经验，优秀应届毕业生也可考虑
- 5) Able to work under pressures and think collaboratively with relevant stakeholders.  
能在压力下工作，深思熟虑并能与各相关方进行有效协调
- 6) Strong sense of ownership and initiative, diligent, detailed orientated, calm and patient.  
责任心强、有主动性、认真仔细、勤奋踏实、冷静、有耐心

**Key attributes 关键职业素养**

- 1) Philosophically aligned with the YCE mission, philosophy, vision, strategic plan and goals.  
在理念上与 YCE 的使命，愿景，价值观，战略计划和目标保持一致
- 2) Possesses self-knowledge about her/his own strengths and weaknesses and pursues avenues to maximize her/his strengths and address weaknesses.  
详细了解自己的优点和缺点，并寻求各种途径以最大化自己的优势并解决劣势
- 3) Learns quickly when facing new problems, a versatile and persistent learner.  
面对新问题时可以快速学习，是一个多才多艺的持久学习者