

Job Description

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| Title: Administrative and Operational Assistant | Reports to: Office Manager and Associate Director, Projects and Event Management, China office. |
| Location: Beijing, China | Status: Full-time |
| Start date: Immediate | |

Summary

The Administrative and Operational Assistant is responsible for helping to ensure the smooth operation of the China office. This person will assist in planning and coordinating successful high level events for the Paulson Institute. The role requires professionalism in creating and maintaining working relationships with vendors and other external contacts as well as colleagues across the Paulson Institute. Strong follow-through, attention to detail and poise under pressure are skills critical in this position.

Position purpose:

- ❖ To work very closely with Office Manager to assist on the administrative operation of the China office.
- ❖ To assist the Associate Director, Projects and Event Management on the tasks related to event operations & logistics and event process co-ordination to ensure the success of the Institute's events in China

Responsibilities:

- ❖ Assist as requested on the daily operation of the China Office,
- ❖ Help to ensure that supplies, equipment and other resources are sufficient and in working order
- ❖ Ensure office records and materials are accurate and organized
- ❖ Assist in the coordination of meetings
- ❖ Provide assistance to the team as needed, which will include processing absence requests and arranging for business travel (travel document preparation, travel reservations, etc.);
- ❖ Assist with the preparation of monthly expense reports for designated managers
- ❖ Assist on the operational & logistical issues of the Institute's events in China through coordination with both internal teams and external partners.
- ❖ Co-ordinate with suppliers who provide services for the Institute's events in China including hotels, conference centers, translation/interpretation companies, design & production companies, etc.

Ideal Profile:

- ❖ Education: University degree in a relevant field or equivalent experience



- ❖ Experience: Minimum 3 years' experience in office and event management in an international working environment

Competencies:

- ❖ Good communication (interpersonal, negotiation, listening) skills
- ❖ Teamwork and collaboration – strong team player, can also work independently at times and willing to pitch in where needed
- ❖ Action and achievement oriented – (results orientated, able to make things happen)
- ❖ Adaptable – coping well under pressure and tough deadlines
- ❖ Precise in work and rules application
- ❖ Ability to work diplomatically with different cultures and people
- ❖ Proficient in the use of Microsoft – office, such as Word, Excel, PPT.
- ❖ Strong English in writing and speaking.

Please send your resume and cover letter to: kwang@paulsoninstitute.org

The Paulson Institute is an independent, non-partisan centre located at the University of Chicago, with offices in Beijing, China. Our work is grounded in the principle that today's most pressing economic and environmental challenges can be solved only if the United States and China work in complementary ways.

The Institute was founded in 2011 by Henry M. Paulson, Jr., the 74th Secretary of the Treasury and former chief executive of Goldman Sachs to promote economic growth and environmental preservation in both countries through programs, advocacy and research. With offices in the United States and China, and partners around the globe, we take a “think and do” approach. Our mission is to advance global environmental protection and sustainable economic growth in the United States and China, while fostering broader understanding between the two countries.

Website: <http://www.paulsoninstitute.org>