



Harrow International School, Shanghai
Administrative Department
Job Descriptions

Position 职位 Operations Officer 运营主管
Direct Line Manager 直属上级 Head of Operations 运营总监

Requirements 要求:

1. BA degree is required.
要求四年全日制本科
2. English, law or engineering graduate is preferred.
英文、法律或工程专业毕业生优先。
3. More than two-year experience in government office, law firm or Project management is preferred.
两年以上的政府部门、律师事务所或项目管理工作经验者优先。
4. Can speak and write in both English and Mandarin. Can write government report and legal document in both languages.
能用英文和中文口头和书面交流, 能用两种语言撰写政府报告和法律文件。
5. Proficient in office software, like Word, Excel, PowerPoint, etc.
精通各项办公软件。

Responsibility 职责:

1. **Government related work 政府相关工作**
 - Translation of various government documents and requirements
翻译各种政府文件和要求
 - Drafting of various government reports
起草各种政府报告
 - Coordinate all departments to complete government related work
协调各部门完成政府相关的工作
 - Complete the annual government inspection, including but not limited to, the annual registration of the Shanghai Municipal Education Commission and the annual inspection of the Organization Bureau
完成各项政府年检, 包括但不限于市教委的年度注册备案登记以及民政局的民非年检等。
 - To attend various government meetings on behalf of the Head of Operations when necessary.
必要时代替运营总监参加各种政府会议

2. Legal related work 法律相关工作

- Translation of legal instruments
翻译各项法律文书
- Drafting of relevant legal documents
起草相关法律文件
- Communication with the lawyers hired by school.
与学校聘用的律师沟通
- Review the terms of various school contracts.
审核学校各种合同的条款

3. Engineering Management 工程管理

- In charge of safety management and regularly inspect the FM work, fire control, electricity, sanitation, life and property safety
负责安全管理，经常检查物业工作、消防、用电、卫生、人生和财产安全
- Work with Project Team for the building defect rectification
与项目组一起对建筑缺陷进行整改
- Work with Head of Operations for all the school improvement projects
与运营总监一起研究学校所有的改进项目
- Supervise all school improvement or renovation projects during the holidays and ensure the Ensure completion quality of the projects
督导学校在假期内的改善或翻新工程，确保项目的完成质量
- Organize the implementation of various renovation projects, energy saving projects and environmental protection projects, and confirm the implementation on site
组织落实各种改造项目、节能项目、环保项目 并于现场确认执行
- Strengthen management and supervision and strictly control energy costs and maintenance expenses
加强管理监督，严格控制能源成本和各项维修开支

4. To assist the Head of Operations' daily work.

全力协助运营总监的日常工作。

5. Other tasks assigned by Line Manager

完成上级交付的额外任务

The School is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

If you are interested in an opportunity to work with a first class team of people, be part of an exciting and growing community and work in beautiful surrounding in a position that is much more than just an office job, please send your full resume with your current and expected salary by email to hr_recruitment@harrowshanghai.cn. Please state the job title and the reference code "HISSH/OO/202202" in the subject of your email. All applications will be treated with strictest confidential. Only short-listed candidates will be notified.

Harrow International School Shanghai
No.588 Gaoxi Road, Pudong, Shanghai
Tel: +86 6881 8282 Fax: +86 68373174 www.harrowshanghai.cn