

# Job Description – Operations Officer

## 岗位描述 – 运营主管

**Title:** Operations Officer

**职位:** 运营主管

**Report to:** Head of Operations

**汇报对象:** 运营总监

### **Requirements:**

#### **要求:**

1. BA degree is required, and graduates with a first degree of 985 or 211 universities are preferred.  
要求四年全日制本科，第一学历为 985 或 211 院校的毕业生优先
2. English or law graduate is preferred.  
英文或法律专业毕业生优先。
3. More than two-year experience in government office or law firm is preferred.  
两年以上的政府部门、或律师事务所工作经验者优先。
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. To assist the Head of Operations' daily work. Including but not limited**

to:全力协助运营总监的日常工作，包括但不限于：

- Vendor Management  
供应商管理
- Facility Management  
设备设施管理
- Project Management  
项目管理
- Organize and file the contracts and documents  
合同和文件整理和归档

## **4. 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](mailto:hr_recruitment@harrowshanghai.cn). Please state the job title and the reference code "HISSH/OO/202206" in the subject of your email. All applications will be treated with strictest confidential. Only short-listed candidates will be notified.