

**Management Assistant**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Management Assistant will perform administrative as well as management supports to the CFO and his/her functional teams.

**Reports to:**

CFO (with coverage of Finance, IT and Procurement)

**Essential Duties:**

- Administrative supports:
  - a) Be responsible for calendar management, which requires timely interaction with internal and external parties and works out optimal schedule.
  - b) Answer phone calls and respond to emails from clients, service providers, and partner organizations.
  - c) Make travel arrangements, team event planning and execution, translation and interpretation, and coordination of such tasks.
  - d) Coordinate visit arrangement and receive incoming visitors.
  - e) Prioritize and manage multiple tasks simultaneously, and follow through on issues in a timely manner.
  - f) Collaborate with other administrative staff to accomplish joint tasks.
- Management supports:
  - a) Organize and file various reports and documents.
  - b) Assist in out-going communication preparation.
  - c) Research, collect and summarize information to support functional initiatives.
  - d) Perform limited functional tasks where appropriate.

- Assist in other tasks or projects assigned by CFO.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- Bachelor degree or above.
- 2+ years of experience in relevant assistant role, with knowledge or interest in finance, IT, or procurement desired.
- Strong communication and interpersonal skills are essential.
- Excellent time management and planning skills.
- Ability to resolve administrative problems independently.
- Excellent organizational skills.
- Strong English writing and verbal communication skills.
- Must have good skills in Microsoft Word, Excel, PowerPoint and Access. Must adapt well to new technologies.
- Ability to work in a team environment.