



## Wahaha International School (WIS) Kindergarten Program

### 学前部 主任助理 WIS Kindergarten Principle Assistant

#### 职位描述:

#### Position Description:

WIS 学前项目的目标是为包括娃哈哈国际学校和娃哈哈双语学校在内的国际学校和双语学校准备且培养在语言、思维方式和行为习惯上合格的小学预备学生。

The aim of WIS Kindergarten Program is to prepare and select qualified elementary students for international schools and bilingual schools including WIS and WBS in the aspects of language, critical thinking skills and behavior.

- 负责学前部主任的各项事务类工作，并在处理相关信息时注重保护个人资讯。  
The KPA is responsible for confidential, secretarial duties for the Principal.
- 与团队一起，让学前部保持积极和关爱的气氛，对每个成人和孩子提供所需的支持激励。  
Together with the team, the KPA will help to maintain the kindergarten's positive and caring environment, providing sensitive support to each child and each adult to challenge everyone to reach his/her fullest potential.

#### 工作职责:

#### Job Responsibilities:

- 协助主任与各方面对接：各监管部门和上级主管部门、合作单位和友谊机构以及国际学校行政部门（前台、人事、外事、财务、总务等）。  
Assist the Principle to cooperate with: various governing bodies, cooperating institutions and WIS administrative departments (reception, human resources, external affairs, finances, general affairs etc.)
- 协助主任展开招生工作及其它市场活动，准备各类招生资料 and 市场营销资料。

Assist the Principle in the admission and marketing activities, including preparing various admission documents and marketing materials

- 协助主任进行学前部公众号、网站、新闻通讯的运营。  
Assist the Principle to run the kindergarten publications including wechat, website and newsletter etc
- 负责准备各类报告、信件、介绍资料以及准备会议纪要。  
Responsible for preparing reports, correspondence, presentation materials and making meeting minutes
- 负责基础翻译和口译。  
Responsible for translation and interpretation
- 负责档案管理。  
Responsible for management of filing systems
- 负责主任交办的其它临时性工作  
Responsible for other duties as directed from time to time by Principal

**任职资格:**

**Qualifications:**

- 2 年相关工作经验  
2 Years of related working experience is required;
- 较强的英文能力  
Good English Language ability is required;
- 本科及以上学历，商务管理及英语专业优先  
College degree or above, Business Administration or English major is preferred;
- 较强的文字能力和 IT 能力优先  
Good writing skills and IT skills are preferred;
- 富有团队精神，并同时具有服务意识和有很强的沟通能力  
Team player with a service-minded attitude and excellent communication and interpersonal skills

**福利待遇:**

**Compensations:**

- 我们为合适的应征者提供精心设计的培训课程和良好的薪酬待遇。  
We offer well designed training program and good compensation package to successful candidates.
- 提供免费午餐，带薪寒暑假及完备社会保险。  
We provide free lunch, paid winter& summer holidays and full package of social insurance.

**To Apply:**

Please send a cover letter and your resume to Laura HE, Kindergarten Principle:  
kindergarten@wishz.org

如您对上述职位有兴趣,

请将您的简历发至 [kindergarten@wishz.org](mailto:kindergarten@wishz.org), 我们热忱希望您的加入!

**About Wahaha International School Hangzhou:**

Founded in 2015, Wahaha International School (WIS), located in Hangzhou, China, is an international bilingual school open to kindergarten- grade 9. The school will educate international students and foreign passport holders utilizing progressive Chinese and Western inquiry-based educational methods.

**Vision:** An “East-Meets-West” school for the 21<sup>st</sup> century that educates students of all nationalities and prepares them for a global future through Mandarin and English dual language immersion.

**Mission:** To prepare students to thrive in international schooling, while keeping students rooted to the richness of Chinese culture.