



**REPORTING TO:** APAC General Manager

**LOCATION:** Shanghai

**PROFILE:** Local

### ABOUT THE COMPANY

This group designs, manufactures and markets innovative solutions for baking, food flavor, nutrition and health, and biotechnology. This is a company who dedicated to working with confidence to better nourish and protect the planet, to providing product solutions for customers and promoting the development of the domestic yeast industry.

### JOB PURPOSE

- Coordinate and maintain GM's calendar; schedule and arrange for meetings, appointments, travel and all other activities accordingly.
- Arrange and take part in management meetings and other important meetings; Follow up with the meeting owner regarding the relevant meeting minutes and actions taken to close the loop. Ensure efficient and professional operation of GM's office during his absence.
- Collect, justify and help to monitor the reimbursement and other related activities of GM's direct reports based on the company's relevant policies and rules.
- Handle various assignments involving some confidential information.
- Collect and consolidate weekly or monthly reports.
- Support liaison with all and other managers to follow up actions and events.
- Assist in the preparation of the documents required (PPT, Excel, Word, etc.).
- Communicate, receive and interact with Group contacts and external important partners.
- Organize the GM's travel and hotel reservations for domestic and international travels; check, prepare and apply for visas and so on
- Support activities and events as required.
- Play as the role of contact window of GM office when needed.
- Responsible for the office administration works and office daily management.
- All other jobs requested.

### REQUIREMENTS

- Bachelor Degree holder or above, majoring in Business, Art, Administration or equivalent.
- Effective verbal and written skills in English for presentation and communication, French speaker highly valued.
- 3-5 years of experiences as executive assistant or equivalent work in the multinational company.
- Good computer skills (Excel, Word, PowerPoint).
- Good communication skills, analytical skills, and problem solving skills.
- Self-motivated, sense of serving, willing to work under pressure.
- Remain flexible, proactive and resourceful with a high level of professionalism and confidentiality is crucial to this role.
- Attention to details and accuracy.
- Can work independently, ability to handle issues tactically

**APPLICATION:**

Please send your resume and your motivation letter to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)

**Mail subject:** GM Assistant