

Executive Assistant

Location: Shanghai

Sector: Food & Beverage

Availability: ASAP

Profile: Local

ABOUT THE COMPANY

Our client company, as the Bakery, Pasty and Dessert specialist, they provide full B2B2C solutions consisting of quality products and services to our food service customers. They have a strong portfolio of world-renowned brands, supplying their customers with a comprehensive range of over 1,000 products covering dairy, pastry and gourmet ingredients, semi-finished and finished products.

MAIN RESPONSIBILITY

- Coordinate and support daily work of General Manager (GM), including meeting arrangement, calendar maintenance, travel arrangement, flight & hotel booking, visitors hosting, report preparation, and personal support if needed.
- Assist GM to coordinate internal and external relationship.
- Manage Executive Meetings, including preparing first draft agendas, preparing management and support with logistics, relevant bookings, meeting minutes, etc.
- Organize top management team's event as team building, seminar, etc.
- Support for internal cross-department meetings or collaboration.
- Receive global visitors, coordinate guests' events and provide logistics support.
- Coordinate regular reports, presentations, and other assignments.
- Other tasks appointed by GM.

KNOWLEDGE, SKILLS, AND EXPERIENCE

- Bachelor's degree or above from a well-reputed university.
- Experience as an Executive Assistant preferably attaching to GM.
- Strong coordination skills and business sense with a proactive approach.
- Highly organized individual with ability to multitask and manage high volume of work.
- Confident individual with excellent bilingual written and verbal communication skills, fluent in French is preferred.
- Able to work well under pressure.
- Self-motivated with excellent attention to detail and accuracy.
- Excellent knowledge and experience of Microsoft Office, including Outlook, Power Point and Excel.

APPLICATION

Please send your resume and your motivation letter to: sh-recruitment@ccifc.org

Mail subject: Executive Assistant