

Front desk administrative assistant

Location: Shanghai

RESPONSIBILITIES

- Screening incoming calls and greeting guests in a professional manner
处理公司来电、接待访客
- Assistant to CEO for the tasks assigned by CEO
完成 CEO 布置的各项任务
- Management of Office supplies
公司食品、用品等的管理
- Management of couriers and mail distribution
快递管理和包裹收发
- Drafting company news letter, managing company website and social media account
起草公司新闻稿，维护公司官网及微信公众号
- Office facility maintenance
公司常用设备维护管理
- Calculation on all kind of office expense
计算办公室各项费用
- Complete the tasks assigned by office manager
完成办公室经理交予的各项任务
- Assistance for GM in case of any request.
完成总经理交予的各项任务

QUALIFICATIONS

- College degree or above
大专以上学历
- Good command of English; written and oral. French is a plus but not mandatory.
优秀的中英文书写和口头表达能力。法语是加分项不是必须
- Good communication skills , professional and pleasant phone manner, proactive, and ability to work as a team member.
备良好的沟通协调能力，团队合作能力强、工作积极主动、能够主动解决问题；

APPLICATION

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

Mail subject: Front desk administrative assistant

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

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